



JOB DESCRIPTION FOR DIRECTOR OF EDUCATION

Name:	Starting Date:
Salary: £90,000 – £100,000	Status of Post: Permanent – Full-time
Responsible to: Trust Board On a day-to-day basis line management of the postholder is delegated to the Chief Executive Officer	Review Date:
Responsible for: The Educational Strategy and performance of the Trust	Responsibilities: Senior Leadership

This job description may be amended at any time, following consultation with the Chair of Trustees and the Chief Executive Officer and will be reviewed annually by the trustees. Priorities for the year will be negotiated and agreed, in line with the Executive Leadership Framework (NPQ Executive Leadership).

Core Purpose

To provide strategic leadership, oversight, and direction for the educational provision within the trust, ensuring social capital is at the centre of the curriculum philosophy, delivering aspirational outcomes for all learners.

Work closely with the Trust Executive Team, central team, headteachers, senior leaders, and the Board of Trustees to develop and implement the trust improvement strategy, to ensure outstanding educational outcomes for all learners. The role involves driving education improvement, maintaining high standards of teaching and learning, and ensuring the Trust's vision and values are consistently implemented.

To be a member of the Trust Executive Team, supporting the development and implementation of strategic plans that maximise learning opportunities for all. Through collaboration with all Trust leaders, support the sustainable growth and continuous improvement of the Trust.

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Key Responsibilities

Strategic Leadership

- Develop for approval by the Trustees (and implement) a strategic education plan aligned with the Trust's vision and values.
- Lead the educational improvement strategy across the Trust, ensuring high standards and innovative approaches to SEND education.
- Provide professional guidance and direction to headteachers and school leaders, ensuring consistency and excellence in teaching and learning.
- Work collaboratively with the CEO, Trustees, and Local Governing Bodies to inform and drive the Trust's educational priorities.
- Support the due diligence process for any school wishing to join the Trust.

Education Improvement & Educational Standards

- Develop the capacity for improvement, lead and coordinate the tiered approach to education improvement, enhancing student outcomes and addressing underperformance.
- Monitor and evaluate the performance of schools and the college within the Trust, identifying strengths and areas for development.
- Support and challenge headteachers to ensure continuous improvement and accountability.
- Contribute to headteachers' performance management on behalf of the CEO.
- Develop and oversee frameworks for assessment, curriculum, and pedagogy tailored to learners with SEND.
- Ensure robust quality assurance and compliance with Ofsted, DfE, and other regulatory requirements.

Safeguarding

- Champion a Trust-wide culture in which safeguarding, child protection, wellbeing, and safety are embedded in all educational practices.
- Ensure that all settings within the Trust understand and comply with policies and procedures related to child protection, security, confidentiality, and data protection, maintaining alignment with national safeguarding expectations.
- Build and sustain effective working relationships with headteachers, senior leaders, professionals, and safeguarding stakeholders to ensure the highest standards of safety and support for learners across all settings.
- Model and reinforce the expectation that all staff (including Trustees, Governors and volunteers) understand their safeguarding responsibilities and take ownership of their professional development related to child protection.

Teaching, Learning & Curriculum Development

- Lead the development and implementation of the Trust's education vision, ensuring high quality curriculum that is underpinned by agreed principles, practice, and SEND pedagogy, that are tailored to each setting's context.
- Foster a culture of innovation and best practice in SEND education, ensuring high-quality, evidence-based approaches to teaching and learning are used to meet the diverse needs of learners with SEND.
- Lead and establish career/leadership development within the Trust.



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Inclusion

- Promote a culture of inclusivity and equality, ensuring that all students receive appropriate support and opportunities to achieve their potential.
- Work with external agencies, local authorities, and stakeholders to enhance support for students with complex needs.

Leadership Development & Capacity Building

- Develop leadership capacity within the Trust, providing support and opportunities for professional growth among school leaders.
- Lead on professional development strategies for high-quality teaching staff.
- Facilitate collaboration and shared best practices among the schools and college within the Trust.
- Ensure business continuity in Trust academies in the absence of Headteacher or Senior Leaders.

Strengthening Community

- Represent Creating Tomorrow as a member of the Trust Executive Team, building relationships with external partners, and the wider community, working with local authorities, local and national professional networks and other partner agencies to support the Trust's vision.
- Liaise with local school improvement services in the region and develop strategic partnerships (including business links) that will further support the work and effectiveness of the schools and college.
- Promote collaboration between schools within the MAT and with external SEND networks.
- Represent the Trust in discussions with local authorities, DfE, and other educational bodies.

Support for the Trust:

- Understand and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Establish and maintain effective working relationships with professional colleagues and other stakeholders
- Participate as required in meetings with professional colleagues and stakeholders in respect of duties and responsibilities of the post
- Understand the need to take responsibility for own professional development and to participate in the Appraisal procedures of the Trust
- All staff in the trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

All staff employed by Creating Tomorrow are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by Creating Tomorrow are required to respect the confidentiality of information relating to pupils, their families, and staff.

Creating Tomorrow Trust

•Respect •Inclusion •Community •Empowerment



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The post holder will carry out their professional duties in accordance with, and subject to, relevant conditions of employment and Education Employment legislation.

Signature:

Chair of Trustees:

Director of Education:

Date: