

Interim Trust Consultant

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

We are in search of an inspiring educational leader, who is committed to the best personal and educational outcomes for every child in every school in our Trust and whose professional expertise will support all our school leaders towards realising the MAT vision and provide direct leadership for the Trust's schools or partners as required.

Salary: Rate will be dependent on experience

Hours: 37 hours per week. This role is 52 weeks a year.

Location: Working across all of our school sites (Oxfordshire and Bracknell) and commercial opportunities. The Interim Trust Consultant will undertake educational projects across the Trust and provide 3 days of interim Headship with a partner school, for a minimum of 2 terms.

Contract type: Fixed term contract 15 months from September 2024- December 2025.,

Reporting to: Chief Executive Officer

Main purpose

- To provide direct leadership support for a Trust partner school on a commissioned basis for at least 2 terms. 3 days a week. Meeting the requirements and duties of an interim acting Headteacher
- To support the CEO and Headteachers on matters related to development of educational policies, teaching and learning, school improvement strategies as well as curriculum development and planning across all the schools within the MAT
- To lead aspects of the Trust school's improvement plan (as identified by the CEO) and liaise with school leaders to deliver agreed outcomes.
- This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the CEO, for example the mobilisation of new schools.

Ethics and Professional Conduct

- As a senior executive leader in our Trust, the interim Trust Executive Leader is expected to demonstrate consistently high standards of principled and professional conduct. They should always uphold and demonstrate The Principles of Public Life (The Nolan Principles). The postholder is responsible for upholding public trust in our Schools and the Trust as a whole and should maintain Promote and maintain a culture of high expectations for self and others;

The post holder must regularly review own practice, set personal targets and take responsibility for own development.

Key Accountabilities for Trust Wide Development

- Work directly with the Trust's school leaders to deliver Trust wide projects outlined in the Trust's schools' improvement plan as identified by the CEO.
- Lead working groups across the Trust linked to the schools' improvement plan to deliver agreed outcomes for all schools.
- Support Trust wide quality assurance processes under the CEO's guidance.
- Actively contribute to the Trust Executive meetings.
- Contribute to strategic development and planning across the Trust and, where appropriate, provide reports for the CEO.
- To support the work of safeguarding leads across the Trust and uphold standards as outlined in KCSIE.
- In conjunction with the Headteachers support the coordination of CPD across the Trust so that expertise is shared, and talent grown.
- Develop and sustain effective networks within the Trust and wider educational community so they positively impact on the progress of all learners/pupils.
- Support the work of schools in relation to OFSTED inspections and school improvement strategies.
- Provide in-school support for any school in the trust or any of its partner schools as directed by the CEO.

Accountability and Governance

- In conjunction with the CEO, support a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of our schools.
- In conjunction with the CEO and Headteachers, understand the role of relevant regulatory bodies and advise local governing bodies and schools to meet requirements
- Promote and enable ways in which the schools and their local governing bodies engage meaningfully with their communities and are responsive and accountable to them.
- Provide advice and support to Headteachers, liaising with the local authority and working with other agencies as necessary to ensure child protection and safeguarding concerns are dealt with promptly and effectively.
- In line with the Trust's values, work with community partners and stakeholders in the local area to contribute to the Public Good, advocating for children and families.

General, including Safeguarding

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all of PAT's policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equality for all

- Contribute to the overall ethos/work/aims of PAT
- Attend and participate in relevant meetings as required
- Perform any other such duties as the CEO may from time to time determine.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information

Person specification

The person specification outlines the main skills, knowledge and personal attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience/knowledge/qualifications	Essential	Desirable
Qualified teacher status	X	
Educated to at least degree level	X	
To hold a higher degree		X
Significant leadership experience at Headteacher level with a proven track record of achieving consistent improvement in this sector	X	
Relevant experience in delivering effective innovations in curriculum and pedagogy that have led to improvements to meet the diverse needs of all	X	
A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings across the SEND sector	X	
An effective approach to managing people demonstrating an appropriate balance between empowerment, support and assertiveness		X
Excellent understanding of the Ofsted framework	X	
An understanding of the key stakeholders in education and the operational and political context of each	x	
Understand what constitutes high quality educational provision, the characteristics of highly effective schools and strategies of raising standards and achievement of all pupils	X	
Experience in using assessment data to generate intervention work	X	
Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint and Outlook	X	
Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills	X	
Experience in effective collaboration with external agencies		X

Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management	X	
Substantial commercial awareness and budget management skills as well as an understanding of the relationship between financial and human resources and educational outcomes		X
Personal qualities and attitudes	Essential	Desirable
Demonstrates a passionate commitment to ensuring all children are cared for, given opportunities to shine and achieve educationally	X	
Strategic thinker and excellent leadership qualities	X	
Has the ability to develop confidence among colleagues because of strong educational expertise, an up-to-date knowledge of SEND education and related evidence	X	
Ability to actively build constructive and open relationships with networks of colleagues, contacts, and organisational partners and to work collaboratively as a collegiate team player, valuing all regardless of status.	X	
Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues to deliver outstanding education for all pupils		X
Ability to write in a confident, sophisticated, accurate manner, for a specific context and circumstances	X	
Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience		X
Ability to demonstrate resilience with evidence of overcoming obstacles and personal or professional challenges	X	
Can reflect on their own work in analytical ways, acknowledging where mistakes happen and be able to constructively work with themselves and others in finding solutions		X
Demonstrates curiosity and open mindedness in dealings with all people, ideas and educational theories and evidence	X	
Is committed to ensuring equality of provision and to strive to meet the needs of diverse communities so that everyone feels welcome and included.	X	

Last review date: May 2024

Next review date: May 2025

CEO's signature:

Date: