



H A M W I C  T R U S T
EDUCATION

Candidate Briefing Pack

Deputy Chief Executive Officer - Education

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Hamwic Education Trust is registered in England and Wales, registered address as above. Company No. 10749662

Chief Executive Introduction



The Hamwic Education Trust (HET) is a community based Trust striving to create academic excellence through community engagement. Our aim is to establish self-improving school systems by creating local partnerships of schools where School Leaders take a collective responsibility for student outcomes.

As at 1 March 2019, our Trust comprised of 6 local partnerships containing 29 academies, in excess 10,000 pupils and over 1,600 staff. The 29 academies consist of 27 primary phase schools, 1 secondary school and 1 hospital school. We also currently have a school in Southampton in conversion. In addition, the Beechwood Teaching School Alliance and the Hamwic SCITT also play a vital role in the development of staff and the school improvement agenda within HET.

The 6 local partnerships are spread across Portsmouth, Southampton, Poole and Dorset and cross 2 Regional School Commissioner boundaries, the South East and South West.

The current Ofsted grades for our schools are 5 'outstanding', 19 'good' and 5 'requires improvement'.

At the Hamwic Education Trust we are passionate about the central role of education in improving individual life chances for children and young people. We bring professional expertise and experience to secure the highest possible achievement for all. We believe in a local education, with the freedom to collectively support the needs of the community it serves.

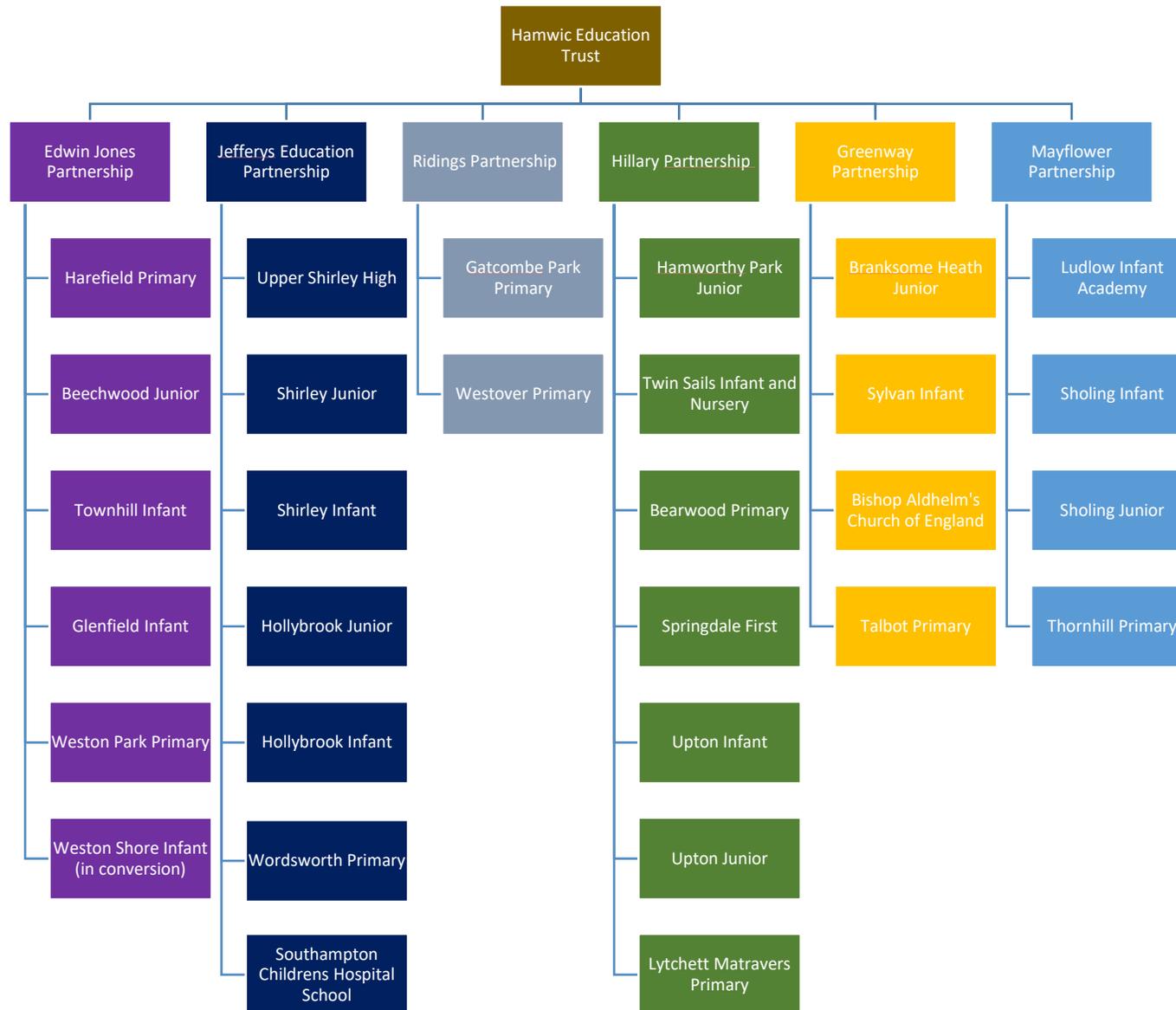
We are seeking to appoint an outstanding individual with a proven track record of delivering strong educational outcomes and school improvement. Working alongside the CEO, Deputy CEO Business, Standards Team and School Leaders you will lead the Trust in delivering excellent outcomes for all.

I hope you share our sense of excitement to pursue the opportunities that will further build on the success of the Hamwic Education Trust to meet the needs of our local communities, within the rapidly developing educational landscape.

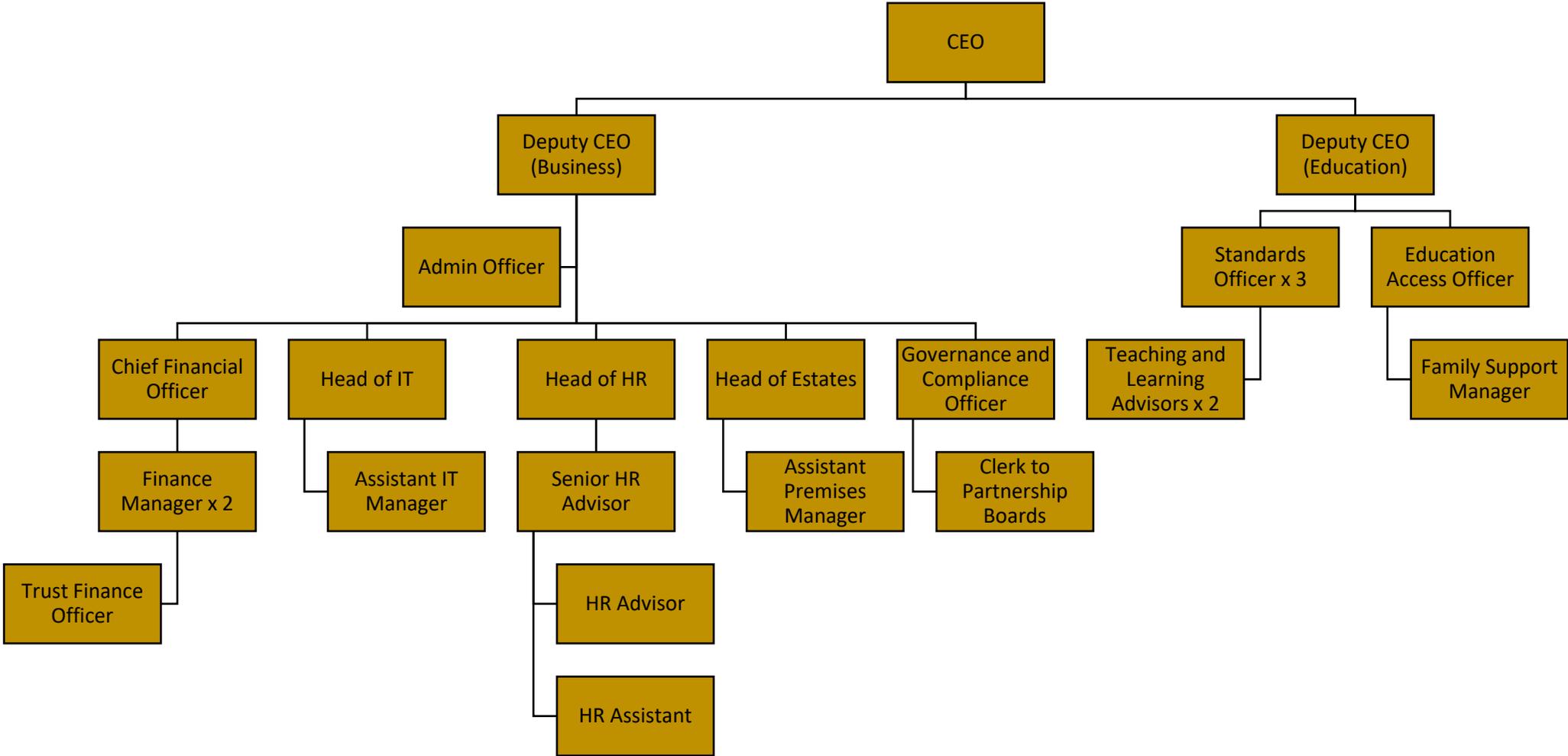
Robert Farmer

Chief Executive Officer

The Hamwic Organisation



The Hamwic Structure



Advert

Job Title:	Deputy Chief Executive Officer - Education
Remuneration:	£106,575 per annum 10% retention and performance bonus payable October Private medical insurance
Accountable to:	Chief Executive Officer
Place of Work:	Head Office, Nursling, Southampton
FTE:	37 hours per week, 52 weeks per year
Start Date:	September 2019 (negotiable for an earlier start)

How does a role working with 29 academies, 10,000 pupils, 1600 staff and a passion for school improvement sound? Interested? Then please continue....

Key Purpose:

Hamwic Education Trust (HET) are seeking to recruit a highly motivated Deputy Chief Executive Officer (Education) to lead our provision and support the CEO in ensuring the highest possible educational outcomes for all pupils within HET.

HET is a large, dynamic, fast-paced Trust with currently 29 academies across the South Coast. Linked to 6 community based partnerships, there are 28 Primary academies, 1 secondary and 1 Hospital School within HET.

With educational outcomes at the heart of what we do, the Deputy Chief Executive Officer (Education) is a key position in HET, in which the right candidate can make a significant positive difference to our academies and pupils.

The role will involve leading a highly professional and dedicated Standards Team to support the academies within HET and raising educational provision for our academies. The Deputy Chief Executive (Education) will also be the Designated Safeguarding Lead Officer for HET.

The successful applicant will be an experienced educationalist with a successful/exemplary track record of school improvement, extensive knowledge of the curriculum, safeguarding and Ofsted, having worked in a variety of contexts and phases. Excellent communication and interpersonal skills are essential.

If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

This exciting, varied role has a start date of September 2019, however an earlier start might be negotiable.

If you would like to discuss the role further, please contact Robert Farmer, CEO (robert.farmer@hamwic.org) for a chat.

Safeguarding:

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Closing Date: Friday 26th April 2019

Shortlisting: Friday 3rd May 2019

Interview Dates: Thursday 9th and Friday 10th May 2019

Job Description

Job Title:	Deputy Chief Executive Officer - Education
Remuneration:	£106,575 per annum 10% retention and performance bonus payable October Private medical insurance
Accountable to:	Chief Executive Officer
Place of Work:	Head Office
FTE:	37 hours per week, 52 weeks per year

Key Purpose:

To support the Chief Executive Officer (CEO) in the strategic development and operation of the Hamwic Education (HET). To provide leadership and management for educational matters for HET and its' individual academies ensuring that that all academies are delivering the highest possible education provision and achieving excellent outcomes for students and pupil's.

- To take a responsibility for assisting in delivering and developing the strategic vision and growth of HET
- To be responsible for the development of the strategic plan for the Standards Team
- To be the Designated Safeguarding Lead Officer for HET
- To raise academic standards and drive educational performance across HET in both primary and secondary academies
- To lead on academy improvement and ensure that this is continuous and sustained
- To guide curriculum reform to ensure our academies offer appropriate opportunities for all pupils
- To attend HET Board and Partnership meetings as required
- To work with the HET Teaching School to deliver school improvement strategies
- To take an active role in developing and maintaining external links and relationships and promoting HET
- To take a proactive role to ensure that HET is well prepared for a multi-academy summary evaluation
- To take a proactive role in curriculum development across HET
- To have overall responsibility and line management of the Standards Team to;
 - To work towards ensuring that all academies achieve at least a good judgement when evaluated by Ofsted
 - To improve outcomes for the academies within HET by the improvement of pupil progress
 - To monitor standards and the impact of improvement strategies within HET
 - To provide direction, challenge and support to senior leaders to improve and secure judgements of overall effectiveness
 - To act as a resource for leaders and contribute to an overall perspective on strategic plans for school improvement
 - To act as a quality assurance officer for all aspects relating to Ofsted inspection, safeguarding and for internal QA processes in academies
 - To lead the Standards due diligence process and provide robust recommendations to the Board when considering new schools joining HET

Main Responsibilities:

Education Improvement

- To ensure all HET academies are monitored in relation to standards and review the impact of school improvement strategies
- To inform and report to the HET Board on standards in all academies across HET
- To put in place, the appropriate systems, protocols and tracking to monitor academy performance and outcomes
- To lead reviews within HET to identify strengths and weaknesses and the response that is required by HET
- To coach leaders based on their individual needs to facilitate effective pace in leadership development and secure high level outcomes
- To lead performance management of HET academy Leaders and where underperformance is identified, to implement an improvement plan (in conjunction with the Deputy CEO (Business))

Child Protection

- As HET DSLO, to ensure that schools are compliant with Ofsted requirements and current legislation
- Through monitoring, ensure HET academies are compliant with safeguarding and child protection law
- To be responsible for HET policies relating to safeguarding and child protection and ensure that such HET policies are kept up to date
- To ensure that the central team and school leaders receive appropriate training to fulfil their duties
- To attend appropriate training to ensure knowledge of safeguarding and child protection requirements is kept up to date

Strategic Planning

- To actively contribute to the development and delivery of the strategic vision of the HET including how staff development and management work across HET
- To develop the strategic plan for the Standards Team and ensure that these are communicated, understood, implemented and monitored across HET so that all pupils make strong progress in all phases of education
- To plan, deliver and monitor Governor training so that each governing body can operate strategically and evidence their impact

Customer Service

- To develop and maintain an extensive range of contacts to develop and improve HET resources
- To ensure a high quality of service both internally and externally both in terms of impact on pupil outcomes and the professional way in which business is conducted
- To maintain strong relationships with local authorities to ensure that pupils thrive and are well supported by a wide range of services on offer

Administrative

- To ensure line management of the Standards Team is carried out in conjunction with HET policies
- To identify and visualise new ways of obtaining effective academy improvement demonstrating the clear intentions and ambitions of HET
- To ensure systems measure the impact of work undertaken and report on the outcomes of activities
- To provide appropriate evidence and reports to academies to support school improvement work undertaken and that can be used to evidence such improvements to Ofsted
- To ensure the Standards Team is appropriately resourced to meet HET requirements within a financial framework

Leadership and Management

- To work with the Executive Team to guide the education growth and development of HET
- To ensure specific plans are developed for each academy in order to improve the impact of leadership
- To work with senior and middle leaders regularly to ensure effective pace of change (especially focusing on effective outcomes against Ofsted aspects identified for further improvement)
- To deploy and shape the work of the Standards Team to ensure a team culture is created and that all staff have a clear understanding of the vision and standards of the HET
- To monitor and performance manage the work of the Standards Officers who work closely with each academy to ensure effectiveness and impact.

Corporate and Statutory Initiatives

- To maintain an awareness of corporate and local policies and procedures and as a manager and team leader ensure these are applied in the workplace, e.g. ensuring appropriate training for self and staff

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects
- Attend and contribute to staff meetings and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and be aware of confidential issues and maintain as appropriate
- To be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy
- To liaise with Trust staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out these duties.

Person Specification

Deputy CEO: Education

Hamwic Education Trust is seeking a visionary, experienced and innovative leader with the ambition to continue developing the work achieved so far in our schools. The candidate will have the capacity to strategically lead and motivate the Standards Team. They will inspire and bring out the best in our school leaders; have drive and resilience, passion for school improvement and have a strong proven track-record of delivering strong educational outcomes.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Is currently an outstanding practitioner and inspirational leader
- Has a strong track-record of success in their current role and experience of a range of school settings
- Has a proven track record of success in raising pupil attainment across all phases
- Will empower and inspire staff to be the best they can be
- Is innovative and passionate about improving educational standards
- Will build upon our good relationships within our schools, across partnerships and in the wider community

The person specification comprises of:

- Part one - Qualifications, training and experience
- Part two - Qualities and Behaviours: for school leadership now and in the future

Candidates should note that the elements markers with an 'APP' are expected to be addressed in the written statement as part of the application. These will be used by the panel to shortlist for the interview stage.

Part 1: Qualifications, training and previous experience

<i>Candidate is able to provide pertinent evidence of their previous education, training and experiences</i>	Essential or Desirable
<p>Professional experiences and qualifications:</p> <ol style="list-style-type: none"> 1. Qualified Teacher Status, including relevant degree (App) 2. Evidence of appropriate professional development (App) 3. Willingness to continue professional development 4. Experience of working in partnership with other schools and organisations (App) 5. Experience of managing and leading a team (App) 6. Current or previous experience as an Ofsted Inspector or HMI 	<p>Essential Essential Essential Essential Essential Desirable</p>
<p>Has knowledge and understanding of/and:</p> <ol style="list-style-type: none"> 1. Ability to use comparative data, benchmarking and target setting data (App) 2. Ability to think strategically and plan for educational improvement 3. A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings 4. A deep understanding of what makes teaching, learning and assessment effective 5. An incisive understanding of effective leadership 6. An understanding of the key stakeholders in education, and the operational and political context of each 7. Knowledge/experience of tracking progress and attainment (App) 8. Knowledge of new technologies and use of a learning platform to support learning and teaching 	<p>Essential Essential Essential Essential Essential Essential Essential Essential</p>
<p>Is able to demonstrate experience:</p> <ol style="list-style-type: none"> 1. Working across primary and secondary education 2. Of leading a team to accelerate pupils' progress 3. As a recent leader within a primary or secondary school 	<p>Desirable Essential Desirable</p>

Part 2: Qualities and Behaviours:

Leadership Qualities and Behaviours: <i>Candidate is able to give significant examples of the ways in which they exhibit the following characteristics</i>	Essential or Desirable
<ol style="list-style-type: none"> 1. Passionately engages with stakeholders at all levels 2. Driven to achieve the best possible outcomes for children 3. Ability to weigh up complex and conflicting evidence, reach robust judgements and record these 4. High levels of resilience whilst being responsive, open and honest about challenges. 5. An excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience 6. Proactive with an ability to use data and other evidence to formulate hypotheses and questions 7. Self-aware 8. An effective and inspirational leader 9. Flexible 10. Willingness to contribute to and refine the wider ethos of the Trust 	<p>Essential</p>
<p>Has the following skills and attributes:</p> <ol style="list-style-type: none"> 1. An effective and inspirational leader who demonstrates advocacy, facilitation and negotiation skills 2. High levels of emotional intelligence 3. Clearly communicates a strategic vision for raising standards in all phases of education 4. Ability to adapt to change and ensure all stakeholders are on board 5. Ability to develop effective relationships with leaders and external stakeholders 6. Excellent organisational and time management skills, demonstrating an ability to prioritise, meet deadlines and work under pressure 7. Ability to produce clear written records and reports expressing judgements cogently and precisely in writing 8. Report accurately to the HET Board and Department for Education (DfE) and respond to challenge knowledgeably 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Can demonstrate the following teaching and learning attributes:</p> <ol style="list-style-type: none"> 1. Strong understanding of what makes an outstanding school 2. Concise understanding of current pedagogy 3. Experience in raising academic standards 4. Expertise in monitoring and evaluating the impact of teaching on learning 5. Evidence of the impact of developing others 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Motivation and personality:</p> <ol style="list-style-type: none"> 1. Positive and optimistic 2. Sense of accountability 3. Good sense of humour 4. A constant drive for improvement 5. Able to work in a professional manner as part of a team 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>