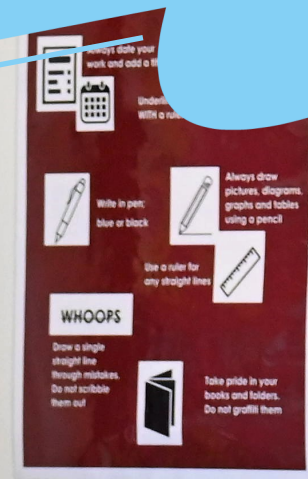


# SECAT

Southend East Community Academy Trust

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**Director of Education  
Appointment Brief**  
October 2021



# WELCOME

Dear applicant

It has been a challenging time of late, not least of all in education. We should be used to that. However, if anything has come from the recent pandemic, it is a re-emphasis of the responsibility we as educationalists have and the huge part, we all play in ensuring improvement. Equality of provision and the unlocking of the potential of every pupil in every one of our six schools is our vision, combined with a commitment to professional development and health and wellbeing of our 500+ staff.

We are looking for a key leader to commit to and drive our collective vision. Why now? It is an exciting time for SECAT as we look to expand and grow our services to schools and our mix of schools.



SECAT

# MISSION, VISION AND VALUES

**Building strong schools**

**Building strong partnerships**

**Building strong communities**

We are a community of schools working in partnership, sharing resources and ideas to provide a rounded and inclusive education to our pupils who range from the age of 3 through to 18.

We work towards enhancing the life chances and prosperity of our pupils and to equip them for adult life. Whilst keeping each school's individual character, we encourage our staff to share best practice and knowledge to further benefit our pupils.

We are passionate about educating and encouraging our pupils to become active, successful citizens and to have the confidence to meet any challenge they face.

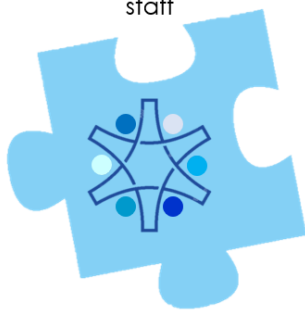
To encourage  
kindness,  
integrity, and a  
positive mindset

To do our best  
every day

Valuing the  
diversity and  
qualities of our  
students and  
staff

Ensuring  
everyone feels  
appreciated and  
supported

Recognising and  
celebrating  
behaviours that  
lead to progress



SECAT



# SECAT'S WORK

SECAT is a medium to large size multi-academy Trust that has been in operation since 2016. Our schools all serve the local community of Shoeburyness which accommodates children and families with the lowest and the highest deprivation indicators. All schools are within 1.6 km of each other, and our large secondary school and 6th form, accommodates the large majority of our primary school leavers, as well as many others locally.

We pride ourselves on being inclusive and have worked hard to ensure we offer equality of provision for our diverse community. Each school is, rightly, very different – because they work with their local families and address the needs of those families and pupils in a unique way.

SECAT has come a long way since it first started. We are committed to reducing bureaucracy and ensuring that our professional Headteachers and school staff are enabled to concentrate on what they do and know best – education of children in its very widest sense. We have therefore, centralised our Finance, HR, ICT, Estates, Catering, Governance, and office structures.

Our Executive Team, includes the CEO, the Chief Operations Officer, the Director of Finance, Estates/ICT/HR/Governance Managers our Headteachers, and of course the Director of Education

The Trust Board is a group of professional, highly motivated and committed personnel with a variety of skills and wide experience. A strong Chair from the local community is very ably supported by experienced Committee Chairs and a Governance Manager. Each of our schools also has a local Academy Committee of Governors whose responsibilities include safeguarding, school improvement, monitoring the budget and holding the Headteacher to account.



SECAT



# OUR PLEDGE

The schools in the SECAT Trust are committed to making the all through years of our children's education inspiring and memorable, equipping them for their future. The SECAT Pledge is an important part of that commitment.

Staff from across the Trust came together over a period of 18 months to establish a shared curriculum which aims to enable access to learning for all pupils. We have developed a programme of activities within each school in which every pupil will have the chance to participate in 'The SECAT Pledge' and which will build on their previous experiences

The Trust places high importance on all aspects of learning, including emotional, creative, social, cultural, moral education, wellbeing, mental health, academic progress and attainment. Our shared curriculum is designed to provide rich opportunities for learning and exploration of our SECAT ethos. 'Building Strong Schools, Building Strong Communities, Building Strong Partnerships'.



SECAT



# STRATEGIC PLAN



[The strategy in full can be viewed on our website.](#)

SECAT





# DIRECTOR OF EDUCATION

Job Title:	Director of Education
Responsible to:	Chief Executive Officer
Liaison With:	CEO, Executive Team (ET) including Headteachers, Academy Committees, Trust Board /Committees and School Staff
Employment Type:	Permanent Contract
Hours:	Full Time 37 hours/week) – may consider 4 days a week
Salary:	Circa £65,000 - £75,000 depending on experience
Annual Leave Entitlement:	25 days plus 8 Bank Holidays
Location:	Flexible - Working from home/our Shoeburyness office or within schools
Probationary Period:	6 months
Notice Period:	3 months
Applications Close:	Noon 8th November 2021
Shortlisting:	10th November 2021
Interviews:	17th November 2021

As a member of the Executive Team, the Director of Education will:

- Be responsible for the quality and impact of the Trust's School Improvement model. As we expand and grow the Trust, the Director of Education will help us ensure we continue to provide a sustainable, cohesive, and effective offer for schools, families, external partners, funders and policy makers
- Ultimately responsible for high quality services relating to our schools and Trust, both primary and secondary. This includes providing training and development to a range of colleagues
- Support the CEO in setting and delivering organisational strategy and policies. Drawing on insight of educational policy and practice, they will work closely with the CEO to drive curriculum improvement, pupil outcomes, community engagement, sector engagement and research
- Support across the organisation, demonstrating organisational values and representing the Trust as required
- Lead on ensuring our schools' offer embeds our commitment to equality of provision for all pupils as per SECAT's Pledge





# KEY ROLE

- Work closely with the CEO to design, facilitate and deliver high quality support, intervention and training in the primary and secondary sectors to ensure excellent transition and provision
- Secure the best possible educational provision and outcomes for every child through effective intervention and support where identified and required
- Know and understand the most recent Ofsted and EYFS frameworks, leading training where appropriate
- Provide comprehensive, termly reports to the Trust Board's Curriculum and Pupil Matters Committee (CPMC)
- Develop and lead the SEND Strategy across the Trust's 3 – 18 ages liaising as appropriate with Headteachers, SEND Managers and SENCOs .



# RESPONSIBILITIES

To support and secure delivery of high-quality provision through refining and further developing rigorous and developmental quality assurance processes;

- To work with the Trust's senior executive team to set, deliver and achieve challenging financial and operational targets and goals for audits, events, training (including ECTs) and other services;
- To build, lead and inspire a team that can deliver the mission and be a role model for a culture of collaboration, both through working with Head teachers and schools;
- To engage with external partners and organisations to seek new charitable and commercial opportunities and raise the Trust's reputation and reach;
- To oversee the successful bid-writing, tendering and delivery of externally funded projects and contracts;
- To lead the development and dissemination of research, including forming partnerships to generate new research, summarise research and ensure that it is embedded within the Trust's offer and services
- To design and facilitate training events and deliver content to schools and other stakeholders on behalf of SECAT including public speaking at events, delivering workshops at conferences, events and schools, and to produce articles, blogs and publications for a variety of audiences;
- To be an advocate for SECAT and engage with potential local schools, including engagement with policy-makers and journalists;

- To be accountable to Trustees for SECAT's school improvement services, including attending meetings with Trustees, providing regular updates and responding to queries as requested;
- To prepare and manage Board approved budgets including financial reports and data analysis, successfully managing projects in line with these budgets;
- Such other duties of a similar nature which may be required from time to time.
- To support the philosophy, aims and objectives of SECAT and to champion its work;
- To ensure the best possible experience and outcomes for the Trust's schools and pupils
- To support collective responsibility, knowledge sharing and team working across the organisation;
- To promote and champion equality, diversity and inclusion;
- To engage in continuing professional development: informal and formal, personal and collaborative, seeking to stay up to date with developments in CPD research and practice generally and in your area of work;
- To be aware of and accountable for security management responsibilities.





# PERSON SPECIFICATION

## Skills, Knowledge and Experience

1. Significant experience of senior organisational leadership, programme management or equivalent, in the education sector, both primary and secondary
2. Ability to think and act strategically with practical experience of strategy development and implementation
3. An inspiring leader and line manager with a deep commitment to leadership and change who demonstrates effective communication, collaboration, and coherence
4. Experience of forging respectful and trusting relationships and creating a culture where people can individually and collectively flourish and give of their best
5. A strong commitment to education, the non-profit sector and improving educational outcomes for pupils
6. Knowledge and understanding of schools in England, school leadership, Ofsted and education policy context both locally and nationally, with the ability to forge effective cross-sector relationships with a variety of statutory, voluntary and community organisations
7. Experience of using communications and policy making to shape practice, advocacy and campaigning work
8. A strong grounding in evidence-based practices, pedagogy and evaluation with particular emphasis on recent developments in school standards and approaches in England
9. Experience in designing and implementing both evaluation and quality assurance processes that are aligned with SECAT's values
10. Excellent written and oral communication skills including well developed experience in public speaking and networking.
11. Skilled in resource management, project management and personal organisation
12. A high level of interpersonal skills with the ability to work on own initiative as well as within a team
13. A strong commitment to the Trust's values, aims and objectives
14. Desirable: Experience in successfully gaining funding through bids or fundraising.





# GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the CEO
- To ensure that all administrative duties, checks, documentation, reports, and returns are completed accurately and submitted within required deadlines
- To deal with correspondence and emails promptly and as required
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties given are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer to carry out appropriate duties within the context of the job, skills, and grade at any site within the Trust





# HOW TO APPLY

Please visit [www.secat.co.uk](http://www.secat.co.uk) to download an application pack and return completed forms to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



**SECAT House, Delaware Road, Southend on Sea SS3 9NP**



**[\(01702\) 580463](tel:01702580463)**



**[admin@secat.co.uk](mailto:admin@secat.co.uk)**



**[www.secat.co.uk](http://www.secat.co.uk)**





# SECAT

