

Job Description & Person Specification

Job Role:	Director of Primary School Improvement
Service/Provision:	Central Services Team
Job Department:	Executive Leadership Team (ELT)
Line Manager:	Chief Education Officer (CEdO)
Salary/Grade:	Leadership 31 - 35
Annex 1	Please ensure you refer to Annex 1 with this job description

With support from the Chief Education Officer (CEdO) and the Education Effectiveness Team (EET), the Director of primary school effectiveness will have the strategic responsibility for the leadership, organisation, and management of Primary provision across the Trust.

Brunel is committed to providing inclusive, high-quality education for all pupils. We strive to foster an environment where every child is supported to achieve their potential, regardless of their individual cognitive, diagnostic or developmental needs. We are dedicated to inclusivity and ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), feel valued, understood, and empowered.

This role will play a pivotal role in the educational leadership and development of our primary schools, ensuring the highest standards of teaching, learning, and outcomes for all pupils. You will work closely with executive leaders, Headteacher/principals, external agencies, and other professionals to shape and implement the Trust's educational strategy, fostering a culture of continuous improvement, collaboration, and innovation.

Key accountabilities, duties and responsibilities

- Lead and shape the educational vision and strategy for the primary phase across the Trust.
- Work closely with the Chief Education officer, Trustees, and Headteachers to ensure alignment with the Trust's overall vision and values.
- Provide strategic direction to ensure consistent high standards of education across all primary schools in the Trust.

Ensuring Educational Excellence and Effectiveness:

The Director of Primary School Effectiveness will work collaboratively as a member of the Executive Leadership team to:

- Contribute to the development of, and ensure the delivery of, the strategy agreed by the Education team and Trustees.
- Ensure that the vision and values of the Trust are espoused in all aspects of their work and of all employees they are responsible for, fostering a growth mindset in themselves and others.
- Maintain and promote the integrity of the Trust and seek and develop opportunities for the development of a consistent Trust-wide approach to teaching and school improvement.
- Ensure that the services and resources of the Trust are developed and deployed, within the Trust and outside, cost effectively and in accordance with the appropriate policies and procedures agreed by Trustees.
- Oversee and report to the Board of Trustees on the operation of and the performance of Brunel primary schools.

- Provide relevant and timely information and advice to the Education team and trustees on the challenges to, opportunities for and good practice regarding school improvement to primary phase education.
- Identify and bring forward proposals to develop opportunities for growth of the Trust and coordinate the integration into the Trust of primary schools joining and being established by the Trust.
- Work across the whole Trust, maintaining a trust-wide focus for primary phase education, including curriculum, assessment, behaviour and other pedagogical aspects of school development and to promote collaboration in the primary education phase.
- Work collaboratively with Headteachers and Governance of Brunel primary schools to identify areas for development and ensure they have an effective plan for school improvement.
- Inspire and enable others to lead, characterised by ethical and ambitious improvement at pace and the expectation that excellence is a realistic goal.
- Ensure that Headteachers and Governance of Brunel primary schools receive appropriate guidance and advice regarding teaching and learning and school improvement, and coordinate the provision of such support, guidance, and advice.
- Provide quality assurance, challenge and support for all primary school ensuring excellence and effectiveness.
- Seek opportunities for and promote and coordinate school-to-school collaboration.
- Line manage and appraise the Headteachers of all Brunel primary schools.
- Support and where appropriate lead SIAMS inspections.
- Engage any relevant central services employees and draw on their experience and expertise to support school improvement and the appraisal of Headteachers.
- Build and maintain relationships with the Trust's internal and external stakeholders and partners and liaise with external agencies on behalf of the Trust on matters relating to the operation of the Trust's primary schools.
- Undertake any tasks reasonably requested by the CEO or Board of Trustees.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teaching Status (QTS) • Postgraduate Qualifications • National Professional Qualification for Headship (NPQH) and/or for Executive Leadership (NPQEL) or equivalent • Maintain own Continued Professional Development (CPD) 	<ul style="list-style-type: none"> • Ofsted Inspector
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrable experience of successfully leading major change to achieve impact within an education setting. • Demonstrable successful career experience, a proven track record as a Headteacher or leader in education. • Demonstrable experience of leading high-quality primary school practice. • Experience of working effectively with a Board/Governing Body to create vision and form the direction for an organisation. 	<ul style="list-style-type: none"> • Experience of providing SIP work for primary provisions. • Experiences of leading SIAMS inspections.

	<ul style="list-style-type: none"> • Experience of coaching, mentoring, directing, and challenging senior members of the team. • Experience of designing, tracking, monitoring, evaluating, and reporting on systems capable of bringing outstanding outcomes. • Proven experience of promoting inclusion, equality, and diversity. • Evidence of impact working beyond own setting and influencing others 	
Skills and Abilities	<ul style="list-style-type: none"> • The ability to champion strategic priorities and deliver change through growth mindset. • Highly skilled at evaluating a school and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders. • Effective collaboration skills – ability to build and draw on the strengths of others to generate outstanding results. • Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results. • Excellent written and verbal communication skills. • Ability to use initiative, prioritise, meet deadlines. • Resilience, with the ability to deliver a complex workload. • Excellent project management and organisation skills. • Knowledge and awareness of relevant education sector policies • Knowledge of legal issues relating to managing a school 	<ul style="list-style-type: none"> • Knowledge of Nursery provision • Results orientated, analytical approach.