

## **Director of Primary Education / Deputy CEO Candidate Information Pack**



**Closing Date: Monday 11<sup>th</sup> July 2022 9:00am**  
**Interview Dates: Friday 15<sup>th</sup> July and Tuesday 19<sup>th</sup> July 2022**  
**Start Date: January 2023 or earlier if possible**

**W:** [www.dalesmat.org](http://www.dalesmat.org) **E:** [admin@dalesmat.org](mailto:admin@dalesmat.org) **T:** 03301 242618.

Dales Academies Trust | Blair Avenue | Ingleby Barwick | Stockton-on-Tees | TS17 5BL

Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at All Saints Academy, Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL.



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## Welcome from the CEO and Trust Chair

Dear Prospective Applicant

On behalf of Dales Academies Trust, we would like to thank you for showing an interest in this newly created position within the Trust central team.

This is a key appointment at a significant point in the Trust's history. The first phase of our growth as a Trust, which started in Autumn of 2017, was completed in the Summer of 2019. At that point we were in a strong position to review the systems and processes in place and ensure all were of optimum quality for our group of schools, including those giving challenge and support for school improvement. In March 2020 we went into the first lockdown and as with all schools countrywide we were faced with a number of challenges, including those associated with ensuring support for the most vulnerable, the provision of on-site education for the children of key workers, and the development of a remote learning capacity. We are very proud of our staff and the selfless dedication they have shown to our families and pupils over the subsequent two years, and how they have addressed the challenge of 'catch up' in its very widest sense.

At the start of the pandemic our newest school, and first community setting, Carnagill Community Primary School on Catterick Garrison, joined Dales making us a Trust of fourteen schools. All our schools except one are Primary, and many are relatively small rural schools, so our Trust has only c.2,500 pupils. We recognise that under the current circumstances, in order to realise our vision of the best possible provision in our Primary schools and those who have expressed an interest in joining, we now need to further develop expert capacity and appoint a leader of Primary Education. Beyond the specific remit relating to our Trust Primaries, the successful candidate will have the opportunity to play a pivotal role in the delivery of the next phase of the Trust's development and will deputise for the CEO as and when necessary.

This will be a challenging yet exciting role for a dynamic, creative, and reflective leader to take the Trust to the next level in its development. Committed to collaboration for the benefit of all the pupils across the Trust, the successful candidate will be joining a group of talented and driven MAT leaders who have the full support of the CEO and Trust Board.

If you would like to have an informal confidential conversation about the post, please email [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org) to arrange an appointment.

Yours sincerely,

**Damian Chubb**  
Dales CEO

**The Rt Revd Paul Ferguson**  
Chair of the Dales Trust Board

**Director of Primary Education / Deputy CEO**  
**Full time / Part time (0.8) considered),**  
**Permanent**  
**Required for January 2023 or earlier if possible**  
**Salary L18 – L24, £64,143 - £74,295 pa FTE**

We are seeking to appoint a Director of Primary Education to work alongside the CEO and with school leaders in all our Primary settings, to support the delivery of the best possible provision for all Primary age pupils within our Trust. The Director will, through careful balancing of challenge and support, enable us to ensure each one achieves their potential, regardless of starting point. This post holder will play a key role in the future development of the Trust as we undergo our next phase of growth and will also act as Deputy CEO, working with all leaders across the Trust.

Dales Academies Trust is a successful and growing Church of England Multi-Academy Trust which provides a home for both Church schools and Community schools. Dales currently comprises thirteen Primary schools ranging from very small rural to two form entry urban settings, as well as one 11-16 Secondary. Our schools are located across the northern part of North Yorkshire and Stockton.

We aim to live out our tag line of 'Together for Excellence' in practice and at all times and are committed to the principles of appropriate accountability seen as a framework in which to achieve excellence for all. Our Vision as a group of schools is that:

"Working together for excellence, and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish".

For our church schools, this Vision is biblically underpinned by our Trust wide commitment to:

Quality	Collaboration	Care
<b>Colossians 3:23</b> "Whatever you do, work at it with all your heart, as working for the Lord."	<b>Galatians 6:10a</b> "So then, whenever we have an opportunity, let us work for the good of all."	<b>John 13:34</b> "A new commandment I give to you, that you love one another: just as I have loved you."

The successful candidate will be a credible leader of school improvement who has had significant experience of developing and implementing plans that have led to improved outcomes. They will have worked in a range and variety of contexts and settings and will have achieved these improved outcomes through empowering and guiding others as well as through direct personal action. They will be an inspirational leader who models the behaviour they expect of others and capable of building sustainable structures and strategies. Equally comfortable working on their own, in small groups or

across the entire Trust Primary staff, they will identify as an innovator, a lateral thinker who has an eye for detail but the ability to see the bigger picture, and is at all times driven to achieve the best for the pupils within our schools.

As a Trust we can offer:

- a working environment with a strong sense of community and moral purpose.
- hard working pupils.
- a dedicated staff, committed to achieving the best outcomes for their pupils, through high quality pastoral care and Teaching & Learning.
- a supportive Governance structure.
- a wide range of professional development opportunities.
- unlimited support for leaders in their pursuit of excellence.
- strong partnerships with a range of organisations, including the dioceses of Leeds and York.

The skill set we have laid out for this post is both extensive and diverse. Impact in your current role is important but so is your educational vision and philosophy. If you feel you have the right combination of experience and vision we would be very interested to hear from you.

The successful post holder will be line managed by the CEO of Dales Academies Trust.

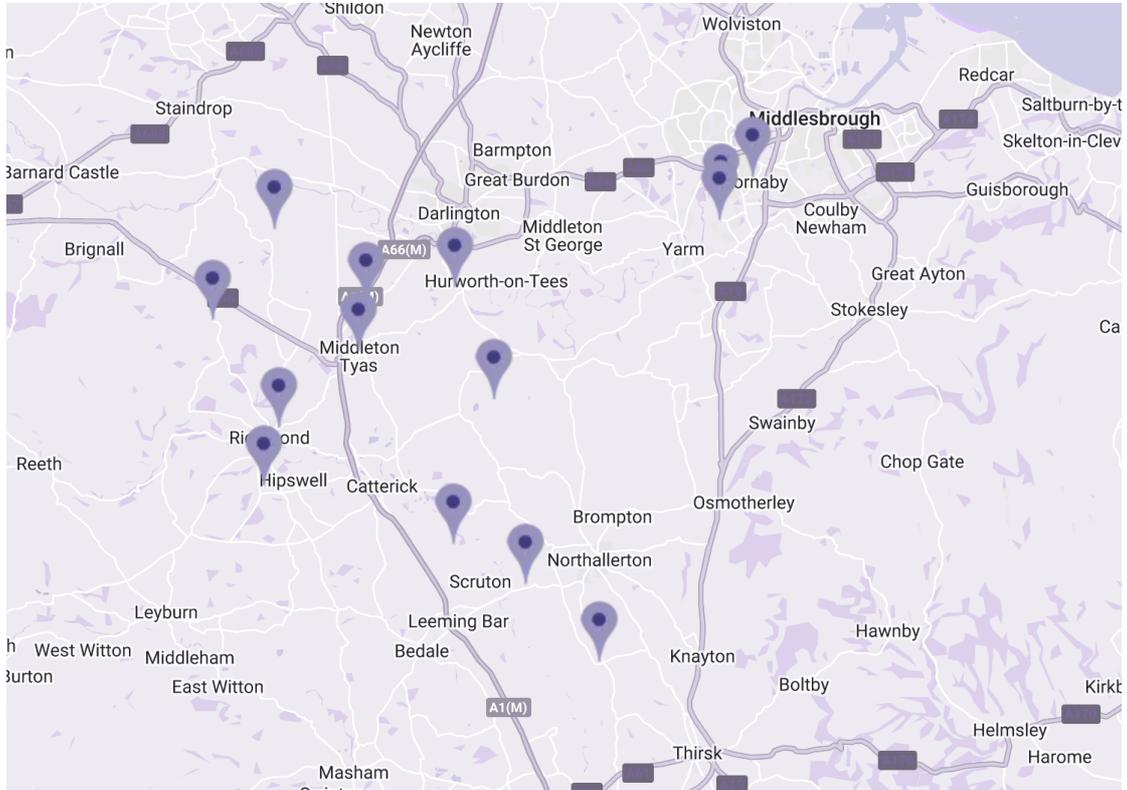
Interested candidates can request an application pack by visiting our website, [Dales Academies Trust](#) or emailing the Trust, [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org). If you would like to have an informal confidential conversation about the post with the CEO, Damian Chubb, please email [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org) to arrange an appointment.

Completed applications should be sent to [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org)

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*Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

## Where our schools are located



For more details, please visit: [www.dalesmat.org](http://www.dalesmat.org)



## About Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools. To date Dales consists of the following schools:

School	Date of joining the Trust
All Saints CE Academy (Secondary)	September 2017
Trinity Academy Eppleby Forcett	<i>November 2017</i>
Trinity Academy Middleton Tyas	<i>November 2017</i>
Trinity Academy Richmond	<i>November 2017</i>
East Cowton CofE Primary School	<i>November 2017</i>
Kirkby Fleetham CofE Primary School	<i>November 2017</i>
Barton CofE Primary School	<i>December 2017</i>
Ravensworth CofE Primary School	<i>December 2017</i>
South Otterington CofE Primary School	<i>January 2018</i>
Croft CofE Primary School	<i>January 2018</i>
Ainderby Steeple CofE Primary School	<i>January 2019</i>
Thornaby CofE Primary School	<i>July 2019</i>
St Francis CofE Primary School	<i>August 2019</i>
Carnagill Community Primary School	<i>April 2020</i>

In 2021 our Trust applied for and was successful in being named as the sponsor for a new Primary Free School to be built in North Northallerton which is due to open in September 2024.

Everything we do is informed by our Vision.

In practice, for example, we have established a range of networks within the Trust, including the Primary Headteacher Forum, which has at its heart a focus on self-supporting school improvement, as well as Safeguarding, Early Years, SENDCo, Wellbeing and Mental Health and a Chair of Governors' Forum. In addition to this, all schools continue to play an active role in partnerships beyond the Trust, being part of

their local networks, and with senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan was published this year; it focuses on three key areas, namely:

1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

All Trust Headteachers are actively involved in the delivery of the strategy, and have within their Performance Management a Trust objective, focused in the first instance on an area of particular interest to them that will benefit all. This year these include the development of middle leadership, the promotion of rural schools as a collective, the development of school improvement capacity and staff wellbeing.

Our successes to date have been due to the focused teamwork of leaders and staff in all schools operating within an organisation that has worked hard to establish its accountability framework as a driver for excellence.

Dales is at an exciting stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website [www.dalesmat.org](http://www.dalesmat.org) and the Safeguarding & Child Protection Policy can be viewed via this [link](#).

## **JOB DESCRIPTION**

### **Director of Primary Education / Deputy CEO**

#### **Purpose of the post**

The Director of Primary Education will provide effective strategic and operational leadership of all aspects of Primary Education in Dales' Primary schools in order to realise our Vision.

Working with Trustees, Local Governors, two dioceses, the CEO and Trust Primary Leaders, particularly the Chair and Vice Chair of the Primary Headteachers' Forum, this new role will add capacity to the Trust, and in addition to driving standards within the Primary phase, will play a pivotal role in further developing collaborative working as well as the embedding of core non-negotiables and expectations across our Trust Primaries. Trust Headteachers already take the lead on a number of school improvement and other activities across the Trust; the fine detail of elements of this job description will be determined in sympathy with these and discussed with the successful applicant.

<b>Overall purpose of the post</b>
Working with the Chief Executive Officer the holder of this newly created post will be a key member of the Trust central team and will contribute to the strategic direction of the Trust, and directly support the delivery of the recently published Trust Strategic Plan. They will:
<ul style="list-style-type: none"> <li>in partnership with the CEO and other staff supporting school improvement, further develop the Trust's Primary school improvement strategy, ensuring the very highest possible quality of education in each Trust Primary school, leading to excellent outcomes and strong progress.</li> </ul>
<ul style="list-style-type: none"> <li>secure the long-term success of the Trust Primaries by maximising potential through utilising the skills and resources available from across the family of schools;</li> </ul>
<ul style="list-style-type: none"> <li>build leadership capacity in every school.</li> </ul>
<ul style="list-style-type: none"> <li>when necessary, serve as Executive or Acting Headteacher of a Trust school as an interim arrangement. (If the Acting Headteacher's role is a higher remuneration package then this will be paid during this period).</li> </ul>
<ul style="list-style-type: none"> <li>alongside the CEO, ensure that Trust has access to all relevant data, information and options to support decision making throughout the organisation.</li> </ul>
<ul style="list-style-type: none"> <li>Deputise for the CEO as required.</li> </ul>
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>To be the strategic lead for Primary Education across the Trust.</li> </ul>
<ul style="list-style-type: none"> <li>To lead the school improvement process across Dales schools, ensuring consistent implementation and focus on building capacity for schools to take charge of their own improvement.</li> </ul>
<ul style="list-style-type: none"> <li>Translate the strategic objectives into operational plans for the schools and the Trust.</li> </ul>

<ul style="list-style-type: none"> <li>• Think innovatively, based on the best practice within the MAT sector, wider educational research and other settings, about how the resources within the Trust Primaries can best be deployed, to ensure effective staff development leading to highly successful schools.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide enthusiastic, innovative and consistent leadership throughout the organisation.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend school LGB meetings as required to provide advice, challenge and support to the Governors and Headteachers on behalf of the Trust in respect of Primary Education and as appropriate in their position as deputy CEO.</li> </ul>
<ul style="list-style-type: none"> <li>• In partnership with Trust Primary Headteachers, work positively and effectively with school communities, recognising their individual contexts, to ensure the best possible outcomes for pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop the reputation of the Trust Primaries, locally, regionally and nationally.</li> </ul>
<ul style="list-style-type: none"> <li>• Take responsibility for the delivery of identified projects across the Trust.</li> </ul>
<p><b>Education Provision and Standards:</b></p>
<ul style="list-style-type: none"> <li>• To support the overall effectiveness of Dales schools to assist them to raise standards and improve outcomes for all pupils, regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs. Within this, to ensure rapid improvement of Dales schools that are sponsored or graded lower than an unqualified Good, so that they become at least Good at their next inspection.</li> </ul>
<ul style="list-style-type: none"> <li>• Support the delivery of excellent Teaching and Learning throughout all Trust Primaries through the promotion of high professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep up to date on key Government, national and other initiatives on Teaching and Learning and support schools in developing their practices accordingly.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that the curriculum in place is fit for purpose, and where necessary, work with Headteachers to further develop the curriculum so that it leads to highly effective learning and assessment practice.</li> </ul>
<ul style="list-style-type: none"> <li>• Work with the Headteachers and leaders to support School Improvement Plans, SEFs or Ofsted Actions Plans, making suggestions where further improvements can be maintained and efforts should be prioritised.</li> </ul>
<ul style="list-style-type: none"> <li>• Implement areas of common working across schools and support the Headteachers in cross Trust working.</li> </ul>
<ul style="list-style-type: none"> <li>• Work with leaders to ensure exemplary standards of pupil behaviour is evident across the Trust Primaries, supported by first class pastoral care and an extensive personal development programme.</li> </ul>
<ul style="list-style-type: none"> <li>• Support high quality CPL.</li> </ul>
<ul style="list-style-type: none"> <li>• Support Primary Headteachers in enabling them to develop and maintain a culture within their schools, where pupils feel safe, confident and can achieve their potential.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide up-to-date reports on School Effectiveness within the Trust to the CEO, the Education &amp; Standards Committee and the Trust Board.</li> </ul>
<p><b>Finance, Personnel and Resources:</b></p>
<ul style="list-style-type: none"> <li>• Ensure that all resources are organised, managed and deployed to provide the best possible outcomes for pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in the recruitment of a committed, effective and diverse workforce that understand their roles and which enables and promotes high quality learning.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the further development of positive solutions to achieving diversity, dignity, equality and equity in all aspects of service delivery and engagement with the broader community.</li> </ul>
<p><b>Succession Planning</b></p>
<ul style="list-style-type: none"> <li>• Support the ITT and ECT development within the Trust under the direction of the CEO.</li> </ul>

<ul style="list-style-type: none"> <li>• Work with the CEO, Headteachers and others in the development of the Trust Talent Management and Succession Planning Strategy.</li> </ul>
<p><b>Other</b></p>
<ul style="list-style-type: none"> <li>• Promote the safeguarding of children. Within this, in liaison with Trust HR staff, ensure that all Primaries comply with safer recruitment procedures; ensure that Single Central Records are maintained correctly; act as a contact for all Headteachers and designated safeguarding leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required).</li> </ul>
<ul style="list-style-type: none"> <li>• Act as an ambassador for the academies and wider Trust within the respective local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote and facilitate partnership working within and beyond Dales, including through the identification and deployment of staff between Trust schools and external to the Trust.</li> </ul>
<ul style="list-style-type: none"> <li>• Support educational due diligence on any new Primaries considering joining the Trust to inform the Trust decision making on new conversions/sponsorship.</li> </ul>

This job description may be subject to change according to the developing needs of the Trust. The postholder shall be required to undertake any other duties commensurate with the pay and grade of the post as directed by the Chief Executive Officer.

## PERSON SPECIFICATION

### Director of Primary Education / Deputy CEO

The Selection Panel will be looking for evidence to support the following criteria.

**Accountable to:** Chief Executive Officer

**Grade:** L18-L24

#### KEY

E = Essential      D = Desirable

No.	QUALIFICATIONS AND TRAINING	E / D
1	Qualified Teacher Status	E
2	Educated to degree level, with evidence of Continuing Professional Learning	E
3	NPQH or other relevant qualifications	D
4	Relevant postgraduate qualification	D
5	Historic or current LLE or NLE status	D
6	Further relevant professional studies	D
	<b>EXPERIENCE</b>	
7	Experience of successful senior leadership and management at Headteacher / Executive Headteacher level in a Primary setting	E
8	Proven experience of effective senior leadership in more than one Primary setting	E
9	Evidence of supporting successful school improvement planning and implementation in a variety of school contexts	E
10	Experience of monitoring and improving the quality of Teaching & Learning	E
11	Experience of 1:1 development support in a leadership context and supporting teachers and support staff in Teaching & Learning	E
12	Successful experience of developing and sustaining productive relationships and partnerships with a range of stakeholders	D
13	Successful experience of leading and managing change, innovation and achieving high performance	D
14	A proven track record of building effective teams and managing the performance of staff	E
15	Experience of working effectively with a Trust Board / Governing Board to develop and realise the school's vision and strategic direction	E
16	Successful experience of promoting inclusion, equality and diversity	E
17	Experience of reviewing, developing and implementing curriculum strategy leading to excellent outcomes	E

18	Experience of successful support and impact of underperforming practitioners	E
19	Experience of leading or managing within a complex / multi-site organisation	D
20	Experience of managing HR processes, for example, the recruitment of staff, restructuring processes and performance management	D
<b>KNOWLEDGE</b>		
21	Up-to-date knowledge and understanding of education and school systems including those associated with leading and managing schools within a MAT	E
22	A thorough knowledge of the National Curriculum, Ofsted and SIAMS frameworks and a strong grasp of contemporary educational issues	E
23	The knowledge and understanding necessary for the provision of an inclusive education that meets the needs of all pupils	E
24	Knowledge of key strategies for raising pupils' achievement and further developing and improving effective Teaching and Learning	E
25	A deep understanding of what makes an exceptional and ambitious Primary curriculum, relevant education theory which underpins this and how to put this into practice	E
<b>SKILLS: The ability to:</b>		
26	Deliver an excellent provision for all Primary pupils, taking into account, for example, local and national priorities and financial considerations	E
27	(In our Church of England schools), actively support and embed the Christian Vision and core Christian Values of the school	E
28	Communicate effectively with all stakeholders, having excellent oral, written and listening skills	E
29	Monitor and evaluate the work of others and to offer support and intervention where necessary	E
30	Lead successfully through a period of change	E
31	Give constructive and developmental feedback	E
32	Challenge to promote change	E
33	Identify appropriate evidence to make sound judgements against agreed criteria	E
34	Establish, inspire, challenge, motivate and empower teams and individuals to achieve high performance	E
35	Think and operate strategically	E
36	Promote community cohesion	E
37	Manage staff effectively, within appropriate accountability frameworks, supporting their further development.	E
38	Produce and implement clear, evidence-based improvement plans	E
<b>SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE</b>		<b>E/D</b>
39	Current knowledge of recent national and local safeguarding and child protection developments	E
40	Promote safeguarding as the responsibility of everyone; ensure that the principles of safeguarding underpin school policy and practice	E

- This post will be based at one of the Trust schools (currently Trinity Academy Richmond) and the post-holder will be required to work across all Trust Primaries; there will also be an element of home working.
- The post holder will be required to work occasional evenings.
- The Trust provides an employee pension with competitive employer contribution
- A satisfactory Enhanced DBS is required for this post.
- The post-holder is required to be able to travel efficiently and independently throughout the relevant area, whether by self-driving or other means.

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## **Director of Primary Education / Deputy CEO Selection Process Guidance**

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with pupils as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

### **Visits to the School**

A visit to one of our schools is warmly welcomed by prior arrangement. You will not be disadvantaged if you are unable to visit. Please contact us on 0330 124 2618 to arrange an appointment.

### **Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

### **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and Trustees. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

## **Interview Process**

The interview process will consist of several tasks and activities including a formal interview over two days. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity, and eligibility to work in the UK.

## **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for this post. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. The offer of employment is conditional on receiving satisfactory pre-employment clearances and further details will be provided to the successful candidate.

## **Timeline**

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