



Assistant Director of Education: Professional Learning

Candidate Information Pack





Contents

Page 3	Welcome from Chief Executive Officer
Page 4	Anglian Learning, a unique multi academy trust
Page 5	Job advertisement
Page 6	Job description
Page 8	Person specification

Welcome from the Chief Executive Officer

Thank you for your interest in the position of Assistant Director of Education: Professional Learning for Anglian Learning.

We are an ambitious, outward looking multi-academy trust consisting of six secondary schools and seven primary schools and a further primary school joining us in April this year. We are also planning for the opening of a new primary school, north of Cambridge airport in September 2022. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our communities.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We are firmly committed to maintain the individual ethos of each school, whilst sharing the same core Trust values and goals.

If you would like an informal discussion, please do not hesitate to contact Kathryn Oliver, Director of HR at hr@anglianlearning.org.

I hope that you find the following information useful. If you wish to apply for the role, please do so by completing the Anglian Learning Staff Application form and send with a brief letter of application, outlining how your skills and experience will enable you to be successful in this role. Please send your application to hr@anglianlearning.org.

We look forward to receiving your application.

Yours sincerely



Jonathan Culpin
Chief Executive Officer





Anglian Learning, a unique multi academy trust

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our children and young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all pupils. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning is an innovative, ground-breaking partnership, formed by the voluntary merger of three highly successful secondary school academy trusts in Cambridgeshire; we recognised that uniting together as successful schools in one multi academy trust provided significantly enhanced capacity for mutual support and challenge. The founding members of Anglian Learning are Bassingbourn Village College, Bottisham Village College, Sawston Village College and The Netherhall School and The Oakes College Cambridge. We were joined in March 2018 by three primary schools, Fen Ditton, Stapleford. A further secondary school, Joyce Frankland Academy, Newport, North Essex joined us in January 2020. This was followed by four more primary schools, Howard, Linton Heights, Meadow and Pines along with another secondary school, Linton Village College joining us in April 2020. A further primary school is joining us in April this year and our new primary school, Marleigh Primary Academy is due to open in September 2022.

We are committed to providing outstanding academies which are a source of pride for the communities they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.
- Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

The Trust Leadership Team comprises of a Chief Executive Officer, a Deputy CEO and Director of Secondary Education, with an Ofsted Inspector as Deputy CEO and Director of Primary Education. In addition, the Leadership Team comprises of a Director of Finance, Director of HR, Director of ICT, and a Director of Operations.



**Assistant Director of Education: Professional Learning
Required from September 2021**

Salary: L20 (£67,365) to L24 (£74,295) Pro Rata
Pension - salary-related, defined benefit scheme that is not affected by stock market changes or performance of investments

Working Pattern: Part time, two days per week

Location: Primarily at Bottisham Village College but with regular travel across Trust sites in Cambridgeshire, West Suffolk and North Essex

Anglian Learning is a high-performing multi-academy trust. The Trust currently supports 6 secondary and 7 primary schools, educating over 7,000 pupils and employing more than 800 staff. Our schools are at the heart of their communities and as well as providing a broad, rich and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

Anglian Learning has grown significantly with 6 schools joining the Trust last year and a further primary school joining us in April this year. We are also planning for the opening of a new primary school, north of Cambridge airport in 2022.

The Vacancy

We are seeking to appoint an Assistant Director of Education, Professional Learning from September 2021. This is a new role in which the postholder will be primarily responsible for the strategic delivery of the Trust's Professional Learning provision, developing high quality professional learning programmes for all staff, from their induction through to preparation for academy and executive leadership. They will play a key role in leading the Trust's school improvement strategy, contributing to our ambition that every classroom has a great teacher, and that every teacher and every pupil is supported to be their best by the wider team around them.

The postholder will lead the Trust's recruitment and retention strategy; the development and maintenance of key networks at local, regional and national level including those linked to the Teaching School Hub, Whole Education, Confederation of School Trusts and others as appropriate; leading our participation in the arrangements for initial teacher training, national professional qualifications and the Early Career Framework; and contributing to the overall strategy for the development of our people.

We are looking for someone who is knowledgeable and committed to developing, retaining and recruiting the very best people who will transform the lives of young people, in enabling excellence at all levels and in so doing will make the Trust the gold standard for a culture of continuous, innovative and engaging professional learning. They will need to inspire others to drive for excellence and champion the needs of children and young people to enable them to thrive.

Closing date for applications: Midday 12 April 2021

Proposed interview date: Week Commencing 19 April 2021

Anglian Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Services check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Job Description

Assistant Director of Education: Professional Learning

Accountable to:	Deputy CEO: Director of Secondary Education
Liaising with:	Trustees, Executive Trust Leadership Team, Trust Central Team, Principals and Headteachers, academy staff and external agencies
Working time:	Part time (2 days per week)
Salary:	L20 (£67,365) to L24 (£74,295) Pro Rata
Disclosure Level:	Enhanced Disclosure and Barring Services Check
Location:	The post will primarily be based at Bottisham Village College but the post holder will be expected to travel to other schools within the Trust as required.

Principle Accountabilities and Responsibilities:

Leadership of the Professional Learning Centre

- Provide strategic vision and leadership on the creation and delivery of the Trust's continuing professional learning (CPL) provision for all staff groups across the Trust
- Utilise and promote research and evidence-based practice to support the design and delivery of programmes, ensuring this becomes a central part of the culture of each academy and the wider trust and provoke innovation and transformation
- Manage the implementation, quality assurance and evaluation of provision
- Establish high quality and impactful subject communities to deepen knowledge and skills across all phases and disciplines
- Implement the principles and delivery of a strong, embedded and sustainable coaching culture to underpin all aspects of leadership across the Trust
- Consider the local and regional context to inform the development of a local CPL offer
- Create and implement an effective communication strategy that leads to staff making informed choices to support their career development and school improvement needs
- Provide regular updates and impact reports to inform improvement planning at school level
- Plan and maintain accurate participation and financial records
- Contribute to the recruitment and selection processes for ITT and system leadership via the Teaching School Hub
- Develop in-house programmes for NQTs and RQTs, alongside the ECF offer via the Teaching School Hub
- Contribute to the development of professional standards for staff, and ensure links with appraisal and professional learning opportunities
- Build a resource which showcases best practice and provides support for individual schools
- Advise schools on their own professional development programmes

Leadership Development

- Oversee the identification and promotion of emerging highly skilled and highly qualified future school and Trust leaders
- Develop in-house programmes and opportunities for emerging leaders; middle and senior leaders; Headteachers and Trust-level leadership, completing and adding to the NPQs
- Develop in-house programmes for Governors and Trustees

School Improvement Services

- Establish a school improvement provision to support and challenge schools to deliver their development priorities, including via leading practitioners and subject specialists
- Support with the preparation for Ofsted inspection of both the Trust and its individual academies
- Broker other school improvement support as required
- Contribute to the wider Trust improvement strategy, including quality assurance activity and take an active part in the strategic development of the mission, aims and values of the Trust across all areas of its operations

System Partnerships

- Promote, co-ordinate and participate in projects as part of the Whole Education and Confederation of School Trusts networks
- Work with the Teaching School Hub to ensure strong recruitment and retention for the Trust
- Work with the Teaching School Hub to ensure a high quality, effective and equitable supply of trainees and new teachers
- Lead activity and liaise closely with the Teaching School Hub and other partners to deliver school to school support, ECF, CPDL and ITT programmes that contribute to system wide improvement
- Network locally, regionally and nationally to boost the profile of the Trust and provide a bridge with other organisations

Accountability

- Be accountable to the Trust for the quality of professional learning and levels of participation by all staff
- Report on a regular basis and as required to the CEO, Directors of Education, and Trustees

Anglian Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Services check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Person Specification

Assistant Director of Education: Professional Learning

The principles on which the person specification is based have been agreed by Trustees, Trust and school leaders, and Governors. They supplement our core aims and values as an organisation. Based upon the work of the Ethical Leadership Commission, the Nolan Principles and our shared understanding of desirable leadership qualities, the principles act as a guide to leaders' individual behaviours and actions, informing all interactions with Trust employees and the wider community.

Ambitious and Inclusive

We are looking for someone who is ambitious in the delivery of excellence for themselves demonstrated through a good honours degree, QTS and a successful career as a senior leader to date. Who is also ambitious for colleagues through demonstrable impact on their engagement, wellbeing and performance. Someone who will contribute to our culture of nurturing the career of every member of staff.

We are looking for someone who is ambitious for social justice for all children and young people, regardless of background and need, enabling them to be able to fully access and enjoy their education at Anglian Learning academies. Someone who understands behaviour as communication and understands how best to enable children and young people to be able to regulate their own behaviour and be the best that they can be.

We are seeking someone who is continually seeking to innovate and improve provision in all Trust academies through engaging with new thinking, research and great practice. Someone who can demonstrate the ability to engage colleagues in working collaboratively both within the Trust and beyond, making the best decisions always in the interests of children and young people.

Aspirational and Respectful

Someone who passionately cares about the success and wellbeing of young people, children and adults in Anglian Learning. Who inspires others to drive for excellence, openly celebrating success and challenging underperformance through rigorous yet respectful leadership.

Someone who is knowledgeable and committed to developing, retaining and recruiting the very best people who will transform the lives of young people, in enabling excellence at all levels and in so doing with make the Trust the gold standard for a culture of continuous, innovative and engaging professional learning.

Someone who is passionate in championing the needs of children, young people and families who may not have – or not be able to articulate a voice. Someone who will seek out opportunities across academies and out into the

wider community to enable our families to be successful parents and all children and young people to thrive.

Someone who thinks strategically, making wise and considered decisions despite any ambiguity and complexity. A leader who clearly establishes a context for change, defines relative priority, level of precision and the definition of success.

Someone who prioritises positive communication, treating people with respect regardless of their status or situation. Who listens well and responds positively to Trust priorities. Someone who values concise and articulate communication paying due regard to Trust expectations in both speech and writing.

Integrity, honesty and probity

Someone who is truthful, open and direct, who is quick to admit mistakes and is non-partisan during internal discussions. A leader who enhances the Trust's reputation amongst employees, parents and more widely. Before acting and taking decisions, leaders declare and resolve openly any perceived conflict of interest and relationships.

A leader who acts and take decisions impartially and fairly, without discrimination or bias; who uses the best evidence and relevant research to underpin change and development.

Someone who acts with courage to meet the Trust's values in all elements of their work, challenging when this is not the case; a leader who presents a confident and assured approach taking calculated and well thought out risks in the best interests of Trust improvement.