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**Director of Primary Education**

**Candidate Information Pack**

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**Welcome from the Chief Executive Officer**

Thank you for your interest in the position of Director of Primary Education at Anglian Learning.

Anglian Learning is a Trust of 15 academies of six secondaries and nine primaries, based in Cambridgeshire, West Suffolk and North Essex. We educate approximately 8000 pupils and employ nearly 1000 members of staff. The most recent school to join our Trust, Marleigh Primary Academy, opened in September 2022, with another school seeking to join us at the end of this academic year and we are currently working with architects on a primary academy due to open in a new community in September 2024. The communities we serve are diverse, from those that are relatively affluent but with pockets of rural disadvantage to those serving more urban environments, presenting challenges around SEND and levels of achievement. However, whatever and wherever the school, surveys of parents, pupils and staff overwhelmingly indicate positivity about the education being provided, the quality of leadership and the work of the Trust as a whole.

Each of our academies celebrates its own unique identity and ethos, reflective of their own context: there is not a one size fits all approach. At the same time, a hallmark of the Trust is the collaborative way in which we work, with an emphasis upon co-construction and distributed leadership, as we work towards our mission to build an innovative partnership of academies that excites, inspires and empowers our people to be the very best they can be. Our collective vision is to ensure our learners are prepared to lead and thrive in a volatile, changing world through an inspiring and inclusive curriculum, high quality and ambitious teaching and the attributes to make a positive difference in their community.

This position of Director of Primary Education has arisen due to the retirement of the current postholder at the end of this current academic year. Prue Rayner has been instrumental in supporting and developing our primary schools over the past six years to achieve the success they have had, working alongside a talented, committed and skilled team of school leaders. We are now looking for someone who can build upon this work but who will also bring their own ideas, insights and expertise, to create with our leaders a vision for excellence that ensures all primary schools and, indeed, the whole Trust, can deliver on our core mission and goals. This key strategic role, line manging headteachers and executive headteachers, offers the postholder the scope to shape our approach to primary education.

The job description and person specification set out in detail the requirements of the post and the experience and skills of the postholder we are looking for. But the following gives a flavour of the broader qualities and values we are seeking. We seek a leader who is aspirational for all young people, and all our colleagues, regardless of their starting points; someone who can articulate what excellence looks like and who will inspire and empower others to achieve it; an individual who can ensure that we continue to build our collective capacity to achieve change at scale and who can successfully navigate the opportunities and sometimes challenges of leading a multi-academy, multi-site organisation.

If you share our ambition and feel that these values align with your own, and that you can help shape our evolution as a Trust as we strive for excellence for all, then we would like to hear from you. Our most important resource is our people and should you join Anglian Learning, we can offer you opportunities to develop, extend and challenge your professional knowledge and skills. You will be part of our executive team, contributing to the overall development of the Trust; you will work with innovative external partners; have access to a wide range of professional leaning programmes; and work alongside our friendly, dedicated and caring team of leaders and staff.

This is an exciting opportunity to join our forward-thinking, aspirational and inclusive Trust. We very much hope that you will consider working with us and look to forward to receiving your application.

Letter

Description automatically generated with low confidenceYours sincerely

Jonathan Culpin

Chief Executive Officer



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Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

* Feel as though they belong within Anglian Learning.
* Agree that they are provided with relevant opportunities for professional development.
* Feel that there is a positive culture of psychological safety within their school.
* Have high levels of job satisfaction and happiness at work.
* Would recommend our organisation as a great place to work.
* Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

**The core Vision of Anglian Learning is to enable:**

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally.

**Our four core values and principles guide our work to achieve our vision:**

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**Aspiration**  
We are ambitious for ourselves and all those in our community to be the best we can be

**Community**  
We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

**Empowerment**  
We enable our academies, staff and learners to embrace new ideas and think creatively

**Inclusivity**  
We believe in equality of opportunity, celebrating everyone’s differences and supporting learners of all abilities from all backgrounds

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**Our Strategy**

We are committed to providing outstanding academies which are a source of pride for the communities that 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

Anglian Learning has developed and co-constructed a set of Blueprints and Frameworks which provide aspirational goals and strong foundations for Academy Improvement. Leaders are supported by a comprehensive network of strategic groups and Improvement networks which share good practice, and plan for and deliver key development projects across the Trust. Our aim is to empower all staff through high quality professional learning, strong relationships and a clear sense of purpose to help drive the ongoing process of improvement. The central services teams provide expert support, enabling are senior leaders to increasingly focus upon ensuring all our people thrive within successful and relational communities.

A group of children sitting on the ground

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**Why Work for Anglian Learning?**

Anglian Learning is committed to the development and retention of its workforce.  As part of this goal we take the wellbeing of staff seriously, working in partnership with professional associations, the Department for Education and other groups to identify steps that can be taken to reduce unnecessary work burdens and promote strong mental and physical health.

To learn more please follow the link below:

<https://anglianlearning.org/join-anglian-learning/why-work-for-anglian-learning/>

**Joining Anglian Learning- Charity’s story**A person smiling for the camera

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I joined Anglian Learning as Director of Finance in January 2019.  Prior to this I worked as a senior accountant in local government for 14 years, having trained as an auditor on graduation and had a period training accountants. What impressed me about Anglian Learning was the focus on my transferable skills and the different perspective and experiences that I could bring from having worked in other organisations.  I’m pleased to say this has been borne out by the reality of my last four years with the Trust. Education is something we all have experience of, certainly as a pupil and an employer, but also possibly as a parent.  We work collaboratively across the Trust, whatever our roles, to shape our strategic direction.

Anglian Learning is a stimulating and exciting place to work.  We respond to the day-to-day challenges that come with over 8,000 pupils and nearly 1,000 staff as well as lead our strategic direction and respond to government policy.  There are opportunities to develop too including networking with colleagues regionally and nationally, helping to shape policy when opportunities arise. For example, I have been supported by the Trust to represent the sector nationally.

We are a strong and supportive senior leadership team who work together to solve problems, contribute ideas, and shape this exciting and growing organisation. Best of all, you get to be at the heart of an organisation making a difference in our communities.

**Charity Main**

**Chief Operating Officer**

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**Terms of employment**

**Remuneration**

This appointment attracts a competitive salary range of L27 £83,956 to L33 £97,256

**Contract**

This is a permanent, full-time executive appointment.

**Location**

Hybrid working: Home working/Anglian Learning Primary Schools

**Pension**

Membership of the Teachers pension scheme.  This is a defined benefit, salary related career average pension scheme.

**Employee Benefits**

Anglian Learning offers the following benefits to staff.

* Free membership to all Anglian Learning’s Sports Centres
* 20% Discount on Adult Education Classes
* Employee Assistance Programme
* Cycle To Work Salary Sacrifice Scheme
* Discounted Eye Care Vouchers
* Annual Flu Jab Vouchers
* Free on-site parking

Our Wellbeing and Workload Charters set out core principles for supporting the wellbeing of our staff.

We aim to reduce unnecessary workload pressures and promote strong mental and physical health.

Anglian Learning provides a wide variety of professional learning opportunities which broaden staff experiences and build strong professional networks.

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**Job Description**

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| --- | --- |
| **Salary** | L27 £83,956 – L33 £97,256 |
| **Hours** | As this is a senior role the post holder will be expected to be adaptable according to the needs of the Trust. |
| **Pension** | Membership of the Teachers pension scheme. This is a defined benefit, salary related career average pension scheme. |
| **Annual Leave** | Starts at 25 days plus Bank Holidays, increasing for length of service (including local government continuous service) |
| **Disclosure Level** | Enhanced DBS |
| **Location** | Hybrid working: Home working/ Anglian Learning Primary Schools |
| **Responsible to** | Deputy CEO |

**Purpose**

The Director of Primary Education will provide effective leadership of all aspects of Primary Education in Anglian Learning in order to realise our Mission, Vision and Values.

Working with our Central Leadership Team, Trustees, Local Governing Bodies and academy leaders, the postholder will play a pivotal strategic role in driving standards, embedding our core expectations and enabling excellent outcomes across our Trust Primaries. In addition, the postholder will lead the development of collaborative partnerships across all of our academies, while seeking out innovative practice and playing a key part in the wider strategic development of Anglian Learning.

**Key Objectives**

The holder of this post will be a key member of the Trust central leadership team and will contribute to the strategic direction of the Trust, and directly support the delivery of the Strategic Plan. They will:

* In partnership with the Deputy 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.
* 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.
* Build leadership capacity in every school.
* When necessary, serve as Executive or Acting Headteacher of a Trust school as an interim arrangement.
* Ensure that Trust has access to all relevant data, information and options to support decision making throughout the organisation.

**Principal responsibilities**

**Leadership**

* To be the strategic lead for Primary Education across the Trust, line managing Executive Headteachers and Headteachers.
* To deputise for the Deputy CEO as and when necessary.
* To lead the school improvement process across Anglian Learning schools, ensuring consistent implementation of common requirements and expectations and focus on building capacity for schools to take charge of their own improvement.
* To translate the strategic objectives into operational plans for the Primary schools and the Trust.
* To think innovatively, based on the best practice within the Trust but also other educational settings and research evidence, about how the curriculum and resources within the Trust Primaries can best be deployed, to ensure effective, efficient and highly successful schools.
* Provide enthusiastic, innovative and consistent leadership throughout the organisation.
* Attend, on occasions, LGB meetings to provide advice, challenge and support to the Governors and Headteachers on behalf of the Trust in respect of Primary Education.
* 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.
* Develop the reputation of the Trust Primaries, locally, regionally and nationally.
* Take responsibility for the delivery of identified projects across the Trust.
* Support schools before during and after inspection processes.
* Lead and support headteachers to undertake peer review of each other’s schools.
* Participate in, and lead as necessary, strategic groups across the Trust.

**Education Provision and Standards**

* To support the overall effectiveness of Anglian Learning primary 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 the rapid improvement of Anglian Learning schools that are graded lower than an unqualified Good, so that they become at least Good at their next inspection AND/OR those schools which are identified as requiring additional support and challenge.
* 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.
* Keep up to date on key Government, national, international and other initiatives on teaching and learning, curriculum and inclusion and support schools in developing their practices accordingly.
* Ensure that the Primary 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.
* Work with the Primary Headteachers and leaders to support School Improvement Plans and robust self-evaluation making suggestions where further improvements can be maintained and efforts should be prioritised.
* Implement areas of common working across schools and support the Headteachers in cross Trust working.
* Work with leaders to ensure exemplary standards of pupil behaviour is evident across the Trust Primaries, supported by first class inclusive practice and pastoral care (including excellence in safeguarding approaches) and an extensive personal development programme.
* Support high quality professional learning for all people in our primary schools.
* 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.
* Provide up-to-date reports on school effectiveness within the Trust to the CEO, the Trust Curriculum & Standards Committee and the Trust Board.

**Finance, Personnel and Resources**

* Ensure that all resources are organised, managed and deployed to provide the best possible outcomes for pupils.
* Assist in the recruitment of a committed, effective and diverse workforce that understand their roles and which enables and promotes high quality learning.
* Ensure the further development of positive solutions to achieving diversity, inclusion, equality and equity in all aspects of service delivery and engagement with the broader community.
* Explore, develop and deliver innovative models to deploy subject specialists where appropriate across Trust academies.

**Succession Planning**

* Work with the CEO, Deputy CEO, Director of People and Headteachers and others in the development of the Trust Talent Management and Succession Planning Strategy.
* Assist in the recruitment of academy leaders.

**Other Duties**

* Promote the safeguarding of children. Within this, in liaison with Trust HR staff, ensure that all Primaries comply with safer recruitment procedures; ensure through quality assurance that statutory requirements are being met, within a wider positive, proactive and effective safeguarding culture; 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).
* 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.
* Promote and facilitate partnership working within and beyond the Trust, including through the identification and deployment of staff between Trust schools and external to the Trust.
* Under the direction of CEO as an NLE, undertake work as necessary to support wider system improvement.
* Support educational due diligence on any Primaries considering joining the Trust to inform the Trust decision making on new conversations/sponsorship and lead on any application process for new schools.

**Working Environment & Conditions of the Post**

* Hybrid working combining home base and travel to Anglian Learning Primary Schools. The postholder may be required to work across all the schools within Anglian Learning at any time as directed by the Deputy CEO.
* The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

**Other Requirements**

* Develop an understanding of the Trust policies and procedures, complying with their contents and raising concerns in a timely manner.
* The post-holder must comply with the Trust’s Health and Safety requirements specifically for the school they are working at.
* Identify personal training needs and participate in training and performance development whenever required.
* Actively participate in performance management processes.
* Contribute to the overall ethos/work/aims of the Trust.
* Attend and participate in relevant meetings as required including Primary Leadership Team and Executive Leadership Team.
* Undertake any other duties appropriate to the seniority and professional experience of the postholder.

**Other Information**

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible/hybrid working will be considered.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at [www.anglianlearning.org](http://www.anglianlearning.org/)

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status. * Educated to degree level, with evidence of recent and appropriate Continuing Professional Learning. | * NPQH, NPQEL or other relevant qualifications. * Relevant postgraduate qualification. * Historic or current LLE or NLE status. * Further relevant professional studies. * Training and/or deployment as an Ofsted Inspector. |
| **Experience** | * Experience of successful senior leadership and management at Headteacher / Executive Headteacher level in a Primary setting. * Proven experience of effective senior leadership in more than one primary setting. * Evidence of supporting successful school improvement planning and implementation in a variety of school contexts. * Experience of monitoring and improving the quality of Teaching and Learning. * Experience of 1:1 development support in a leadership context and supporting teachers and support staff in Teaching and Learning. * A proven track record of building effective teams and managing the performance of staff. * Experience of working effectively with a Trust Board / Governing Board to develop and realise the school’s vision and strategic direction. * Experience of reviewing, developing and implementing curriculum strategy leading to excellent outcomes. * Experience of successful support and impact of underperforming Schools, leader and practitioners. | * Successful experience of developing and sustaining productive relationships and partnerships with a range of stakeholders. * Successful experience of leading and managing change, innovation and achieving high performance. * Experience of leading or managing within a complex / multi-site organization. * Experience of managing HR processes, for example, the recruitment of staff, restructuring processes and performance management. |
| **Skills, Knowledge and Aptitudes** | * Up-to-date knowledge and understanding of education and school systems including those associated with leading and managing schools within a MAT. * A thorough knowledge of the National Curriculum, Ofsted and other related frameworks and a strong grasp of contemporary educational issues. * The knowledge, understanding and commitment necessary for the provision of an inclusive education that meets the needs of all pupils. * Knowledge of key strategies for raising pupils’ achievement and further developing and improving effective Teaching and Learning. * 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. * Current knowledge of recent national and local safeguarding and child protection developments. * The ability to: * Deliver an excellent provision for all Primary pupils, taking into account, for example, local and national priorities and financial considerations. * Promote safeguarding as the responsibility of everyone; ensure that the principles of safeguarding underpin school policy and practice. * Communicate effectively with all stakeholders, having excellent oral, written, and listening skills. * Monitor, influence and evaluate the work of others and to offer support and intervention where necessary. * Establish, inspire, challenge, motivate and empower teams and individuals to achieve high performance and manage change. * Establish strategic direction and scan for longer term change on the horizon. * Produce and implement clear, evidence-based improvement plans. |  |

**Process & Timescales**

|  |  |
| --- | --- |
| Closing Date | **Wednesday 22 February 2023** |
| Candidates informed they will be invited for interview | **Friday 24 February 2023** |
| One to one virtual interview with Prue Rayner (Current Director of Primary Education) and Duncan Cooper (Deputy CEO) | **Tuesday 28 February 2023** |
| Candidates informed they will be invited for panel interview | **Wednesday 1 March 2023** |
| Assessment Day including panel interviews | **Wednesday 8 and Thursday 9 March 2023** |

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**How to apply**

To apply for this post, please submit the application form along with:

* Please submit a supporting statement providing examples of your experience which explores Anglian Learning’s values and the challenges of working across a large number of schools as part of a Multi Academy Trust. (maximum of 2 sides of A4).
* Details of two referees who we would be able to contact at shortlist stage.
* Please also tell us about any dates provided in this pack on which you would not be available to participate in the selection process.

**The closing date for applications is Wednesday 22 February 2023.**

If you have any queries about any aspect of the appointment process, need additional information please contact our HR team at [hr@anglianlearning.org](mailto:hr@anglianlearning.org).

If you would like to have an informal confidential discussion about this role please contact Prue Rayner (Director of Primary Education) at [prayner@anglianlearning.org](mailto:prayner@anglianlearning.org)

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*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.*



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