



Application Pack

Assistant Director (School Improvement)

Education Achievement Service (EAS)

Date: June 2022

Dear Applicant

An exciting opportunity has arisen for an Assistant Director (School Improvement) at the South East Wales Education Achievement Service (EAS).

We are an ambitious organisation looking to appoint a highly skilled and credible leader to join our senior leadership team. The Assistant Director (School Improvement) role is responsible for leading on the EAS' strategic approach for school improvement, while working in direct partnership with local authority Directors and Officers, to ensure appropriate and timely support for schools linked to their self-evaluation and individual priorities for improvement. We are looking for someone who has an excellent understanding of school improvement and who is keen to develop new skills and experiences, including working with a range of strategic partners. The EAS vision is to support and enable schools and education settings to thrive as effective learning organisations, learning from each other and the wider educational community.

This pack provides you with information on the role and responsibilities of the Assistant Director (School Improvement) and details about the application process.

The information provided is designed to help you participate fully in the selection and appointment process, and to assist you in providing the information we need to understand how you meet the requirements of the role. After reading the information, we hope you will feel encouraged to apply.

If you would like to discuss any aspect of the role please contact Kirsty Bevan, Director on 07977 448305 or by email at Kirsty.Bevan@sewaleseas.org.uk

Yours sincerely

Yours sincerely

Kirsty Bevan

Director

About the Education Achievement Service for South East Wales

Regional Context

The EAS is the school improvement service for the five local authorities (LAs) in South East Wales (Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen). The EAS is a not for profit company limited by guarantee. It is owned by the five councils who each nominate a Director for the Company Board.

A centralised model of service delivery has been adopted across the South East Wales region and this has enabled efficiencies to be realised, economies of scale to be secured, particularly in relation to avoiding duplication of functions and the ability to secure a range of educational expertise within the region. The talent and expertise that resides in schools within and beyond the region is incentivised and used effectively to support professional learning and school improvement activity.



Key regional facts and figures

- The number of pupils of compulsory school age within the region in 2021 was **73,324**. This represents **19.3%** of all pupils in Wales.
- There are **21** Welsh medium primary schools, **3** Welsh medium secondary, **17** Roman Catholic and **11** Church in Wales schools within the region.
- The percentage of pupils of compulsory school age who are eligible for free school meals (FSM) is **24.8%**. This level of eligibility is the second highest of the four regional consortia with Central South Consortium highest with **25.1%** (PLASC, 2021).
- In the region, **10%** of people aged three and over say that they can speak Welsh compared to the Wales average of 19% (2011 Census, ONS).
- The percentage of pupils aged 5 or over from an ethnic minority background is **11.8%**.
- Based on local authority reported numbers (March 2021), **847** children in the region are looked after (LAC) by a local authority and attend a school in the region. An additional 54 Looked After Children are educated in schools in England. (This data is no longer collected in PLASC).

Our core values, mission and vision underpin everything we do in our day-to-day practices and interactions with our key partners, the wider educational community, and our staff.

Our Mission

Working with our key partners, we will aim to transform the educational outcomes and life chances for all learners across South East Wales. We will do this by:

- Ensuring successful learning experiences and high levels of wellbeing, particularly for those learners facing the greatest challenges
- Building effective networks of professionals across the five local authorities and beyond, and working together to improve leadership, teaching and learning and
- Attracting and retaining a team of outstanding people who embed our core values in their work and share a passion for excellence.

Our Core Values

Integrity : doing what is right and delivering what we promise by providing a high support and high challenge environment

Innovation : we promise an innovative culture and attitude. We will challenge and aim for excellence in all we do

Collaboration : we value everyone and work together to achieve our vision.

Our Vision

Supporting and enabling schools and education settings to thrive as effective learning organisations, learning from each other and the wider educational community.

JOB DESCRIPTION

POST IDENTIFICATION

Post Title:	Assistant Director (School Improvement)
Salary:	Soulbury 30 – 33 (36 inclusive of SPAs)
Location	Tredomen Gateway, Ystrad Mynach
Responsible to:	Director

JOB PURPOSE

To lead on the area of School improvement: Evaluation, improvement and accountability.

To lead on the Consortium's strategic approach for school improvement, working in partnership with local authorities (LAs), schools, and diocesan authorities (where appropriate), promoting a culture of open and honest reflection and evaluation for improvement.

To support and enable schools and education settings to thrive as effective learning organisations, learning from each other and the wider educational community, though ensuring that the support provided is aligned to need and based on robust self-evaluation

To lead on the Consortium's work relating to the leadership and management of Principal School Improvement Partners and School Improvement Partners across the region.

KEY RESULT AREAS

- Lead on the development of a high-quality team of School Improvement Partners (consisting primarily of serving headteachers from within and beyond the region), identifying highly effective leaders to join the team.
- Lead and manage the work of Principal School Improvement Partners and School Improvement Partners across the region, ensuring that they provide feedback and advice to schools and governing bodies on their self-evaluation arrangements, the appropriate identification of improvement priorities and on schools' capacity to improve.
- Work with the Assistant Director team to identify, coordinate and review the use of school-to-school learning network schools, from both within and beyond the region, to support schools in their self-evaluation and school improvement activity.

- To build close, effective working partnerships with LA Directors and LA Officers to support school improvement.
- Facilitate the sharing of a range of relevant information on schools with LA Directors and Elected Members, enabling LAs to know their schools well.
- To implement the agreed quality assurance protocols across the service area, regularly reflecting on and reviewing the quality and effectiveness of service provision and delivery in order to support continuous improvement within a high challenge and high support environment.
- Facilitate relevant professional learning.
- Encourage and broker peer-to-peer working between schools.
- To promote a culture of open and honest reflection and evaluation for improvement.
- To manage service risks and contribute fully to the risk management processes of the organisation.
- To implement national policy and guidance, including working closely middle tier partners and cross regionally.
- Ensure the formulation, implementation, monitoring and evaluation of the Business Plan for School Improvement.
- Deliver the consortia responsibilities relating to preidentified school improvement grant(s).
- Secure effective communication and collaboration between Principal School Improvement Partners and all service areas.
- Undertake line management responsibilities, as appropriate to the post.
- Act as an ambassador for the consortium, locally, regionally and nationally, ensuring the work of the EAS is promoted, understood and recognised.

DETAILED TASK PROFILE

- To be a member of the Senior Leadership Team and to work with the Managing Director, Directors, members of governance groups and external partners in delivering a range of services which are co-ordinated to meet the needs of EAS stakeholders.
- To actively contribute to the development of the EAS' strategic direction, vision and values, and priorities for the governance of the EAS.
- To measure the progress of EAS strategic and operational plans ensuring progress is published to all key stakeholders in a timely and appropriate manner.
- To promote and develop a strong corporate focus and a coherent corporate culture across the EAS and wider region.
- To provide inspirational and professional leadership to the workforce, strengthening skills and competence and fostering a strong culture of improvement.
- To contribute to the continuing development of the EAS' organisation, management, vision and values in the interests of efficiency, effectiveness, economy and equality.
- To lead and manage the Principal and School Improvement Partner service, to ensure that the team is managed effectively; reviewing and advising on the most appropriate organisational structure for the service in light of changing demands.
- To manage the deployment and development of the Peer School Improvement Partners across the Consortium in the most cost effective, efficient and sustainable manner.
- To ensure that the provision of evidence and information enables local authorities to receive prompt and timely feedback and reporting on the progress of their schools.

- To work closely with Specialist HR, on the development and co-ordination of common regional HR policies and practices, a HR training programme and support for leadership casework.
- To ensure schools and education settings are provided with support aligned to their improvement priorities.
- Delivery of activity to meet statutory and local requirements for performance management.
- Identify, evaluate, document and share effective practice in schools and settings.
- To ensure the professional development needs of those in the team are met.
- To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.
- In conjunction with SMT, prepare for statutory inspection visits through the provision and update of key documentation and the regular assessment of performance in relation to statutory and organisational obligations.
- To develop and lead a rolling programme of service outcome measures which captures the effectiveness of the School Improvement Partner service and supports the requirements of the Welsh Government's vision for education in Wales and other statutory bodies.
- To work closely with SLT on all matters pertaining to quality and audit, leading on the development and implementation of changes where necessary.
- To work closely with SMT on identifying and actioning specific audit projects to be delivered within agreed timescales.
- To produce reports and information in a variety of formats for internal committees, service users and the general public on issues relating to quality and audit.
- To liaise closely with all similar postholders in regional consortia.

GENERAL

- Will be required to work out of different locations, to suit the requirements of the business.
- Will be required to work flexibly and vary working hours, to suit the requirements of the business.
- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with relevant aspects of the Welsh Language Measure (2011), Equality Impact Measures and to ensure compliance with the General Data Protection Regulations (GDPR).
- To work within the Company's policy and procedures in respect of equal opportunity and anti-discriminatory practices and to observe confidentiality in all aspects of work.
- To react positively and flexibly to change and to have a 'can do' attitude, demonstrating a willingness to undertake training and development opportunities to improve skills.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> ▪ Degree or equivalent professional qualification. 	<ul style="list-style-type: none"> ▪ Management qualification or equivalent experience.
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Excellent understanding of national policy linked to service area. ▪ Excellent knowledge of Welsh Educational Reform and the Curriculum for Wales agenda. ▪ Excellent knowledge and up to date understanding of legislative and statutory obligations relating to school improvement. ▪ Excellent understanding of school improvement. ▪ Knowledge and understanding of key school improvement strategies. 	<ul style="list-style-type: none"> ▪ Understanding of the relationship between each of the EAS governance groups.
SKILLS	<ul style="list-style-type: none"> ▪ Excellent leadership, motivational and management skills. ▪ Excellent interpersonal and communication skills, both oral and written ▪ Ability to effectively deliver and present to a range of audiences. ▪ Highly developed problem-solving, negotiation and decision-making skills and the ability to produce practical and innovative solutions. ▪ High quality self-evaluation skills to inform decision making. ▪ Ability to secure effective quality assurance of the service. ▪ Ability to interpret advice/ statute and to devise policy/ practice in the light of these. 	<ul style="list-style-type: none"> ▪ The ability to communicate in Welsh ▪ Experience of working within a political environment and an ability to develop effective working links with elected members.

	<ul style="list-style-type: none"> ▪ Proven report writing skills. ▪ Proven ability to effectively liaise with statutory agencies e.g. Welsh Government, Estyn etc. ▪ The ability to work across, and manage, multi-disciplinary teams and of developing and maintaining good working relationships. ▪ Ability to set targets, motivate and inspire staff to achieve targets. ▪ Ability to prioritise responsibilities under pressure and be self-motivating. ▪ Personal integrity and confidentiality. ▪ Excellent time management skills. 	
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of leading a successful team either as a Headteacher within a school or senior leader within an education organisational context. ▪ Experience of developing autonomy and effective collaboration within and between schools and/or organisations. ▪ Experience of strategic policy making at a senior management level. ▪ Track record of establishing a strong improvement culture including the development of effective performance measures, the evaluation of service quality and improving service delivery which meets the needs and expectations of customers. ▪ Experience of co-ordinating projects in a complex and challenging environment. 	<ul style="list-style-type: none"> ▪ Experience of appropriately supporting and challenging schools in both the primary and secondary sector. ▪ Experience of working with elected members.

OTHER	<ul style="list-style-type: none"> ▪ The ability to work flexibly and effectively across all authorities within the service area and with all stakeholders. ▪ Ability to travel across and throughout the five Local Authorities and other locations as required. ▪ Willing to attend occasional events and meetings at evenings and weekends. ▪ Highly motivated, dynamic and enthusiastic individual who can use their own initiative and is not easily discouraged ▪ The ability to work to deadlines in a pressurised and political environment. ▪ The personal capacity to deliver rigour in all aspects of service delivery in the interests of securing better outcomes for learners. ▪ The resilience to sustain the focus on improvement in the event of disengagement or resistance. ▪ Awareness and sensitivity to the political context of this role, with an ability to maintain impartiality and manage political relationships. 	
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The Education Achievement Service is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

How to apply

If you are interested in applying for this position, please complete an application form and submit by e-mail to recruitment@torfaen.gov.uk.

You are welcome to submit your application in English or in Welsh. Each application will be treated equally.

Closing Date: Friday 8 July 2022

Shortlisting: Week commencing 11 July 2022

Interviews: Week commencing 18 July 2022

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***Thank you for your interest,
we look forward to receiving your application.***

