

# Agape Multi-Academy Trust



## Primary Director

### Job Description

**Reporting to:** Chief Executive Officer

#### **Job purpose**

To ensure that safeguarding is prioritised in Trust primary phases/schools and that appropriate policies, procedures and practices are in place

To be accountable for the quality of education in the primary phases/schools across the Trust

To contribute to the strategic leadership of the Trust

To contribute to the growth of the Trust

To be responsible for the leadership, coaching and mentoring of primary headteachers

To lead on Trust-wide continuing professional development for primary staff

To support effective local governance in primary schools

To motivate and empower headteachers and other primary staff in their work

#### **Key duties and responsibilities**

Ensure that safeguarding policies and practices fully meet relevant guidelines in all Trust primary schools, that staff are appropriately trained and that schools work as required with relevant agencies to protect children.

To work with Trust primary phases/schools to develop all aspects of effective leadership and to provide support, mentoring or coaching for headteachers as required

To lead continuous improvement in primary curriculum and pedagogy, in line with the Trust's vision, through effective professional development and the establishment of high expectations for all pupils

in all areas. This will include working with colleagues to plan and prepare curricula for Trust primary phases/schools.

To be accountable for the quality of education, progress and educational attainment in the Trust's primary phases/schools and to assess and report on these to governors and trustees as required.

To advise on and support the recruitment and deployment of excellent staff for the Trust's primary phases/schools.

To oversee Health & Safety in the Trust's primary phases/schools and to work with the primary headteachers in developing and actioning their site development plans.

To evaluate and analyse education quality and school performance and ensure that improvement planning is well targeted and appropriately supported.

To provide intensive leadership support or interim leadership where this becomes necessary.

To act as an advocate for the Trust, its vision, values and purpose, model its approaches and policies, and support Trust growth.

To develop strategic partnerships and relationships so that the benefits of the Trust for primary phases/schools are well understood and realised.

To support primary phases/schools in the maintenance of positive relationships with key stakeholders, including parents, local authorities, the diocese and other partners.

To line manage primary headteachers and lead their appraisal in conjunction with chairs of Local Governing Committees.

To support primary Local Governing Committees in developing effective governance.

To make a strong contribution to the initial teacher training work of the Trust, its wider teacher development work, and to support the Trust in the implementation of the Early Career Framework.

To take a strong, strategic lead on the design and implementation of an outstanding programme of professional development for primary phases/schools which reflects both the needs of schools and the Trust's commitment to evidence-based curriculum design and pedagogy.

To ensure that primary phases/schools are well prepared for, and supported during, external inspections, including by Ofsted and SIAMS.

To ensure effective and efficient use of human, physical and financial resources for the purposes of the Trust's objectives.

## **Key relationships**

### **Internal**

Chief Executive Officer

Chief Finance and Operations Officer

Lead Governance Professional

Estates Manager

Primary Headteachers

Chair of Trust Curriculum Committee

Chairs of Primary phase Local Governing Committees

### **External**

Wokingham, Maidenhead & other Local Authorities

Diocese of Oxford

Other trusts and educational organisations locally and nationally

### **Childcare Disqualification Regulations**

The post of Director of Primary Education is directly concerned with the management of early or later years' provision; therefore the post is covered by the Childcare Disqualification Regulations 2009. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate, by completing a self declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations. If the preferred candidate is found to be disqualified under the 2009 Regulations.

This job description is current but, following consultation with you, may be changed to reflect or anticipate changes in the role which are commensurate with the salary and job title. It will be reviewed annually as part of the appraisal process.

This job description is not intended to be a comprehensive statement but to set out the principal expectations of the Trust in relation to this role. Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. Other duties commensurate with the salary and role may be assigned at the discretion of the CEO.

This job description was first prepared by Derren Gray in April 2024

It is next due for review in Summer 2025