



#scalingtheheightstogether

Summit Learning Trust

Appointment of an Education Director

July 2020

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Summit Learning Trust Academy Improvement Team Structure



Catherine
Anwar
CEO



Usha Devi
Education
Director



Christa Vines
Director of
Inclusion



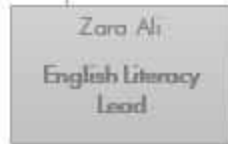
Jayne Smith
Director of Maths



Dr Elizabeth Ford
Director of
SCITT/Professional
Learning Institute



Anne Marie Keane
Coaching Lead



Zara Ali
English Literacy
Lead



Summit Lead
Practitioners
x 8

- Direct and ensure improvements in progress through the curriculum and attainment for disadvantaged pupils so that they make progress at least in line with other pupils nationally in all schools.
- Monitor the achievement of SEND pupils in liaison with the Trust Director of Inclusion and hold leaders to account for this.
- Support and challenge leaders to improve student and staff performance and to develop their own leadership skills, resulting in highly effective schools.
- Manage and implement positive relationships and communications with and between Summit Principals.
- Identify, support and develop the talent of Summit staff.
- Lead the Teaching and Learning Network with leaders across the Trust to develop and implement a beautiful, relevant, well-sequenced and interconnected curriculum in secondary/ sixth form academies.
- Ensure challenging academy targets are set and met, linked to the academy designation process.
- Take responsibility, with the Chief Executive, for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes.
- Develop and implement effective reporting on standards to the Chief Executive, the Trust Scrutiny Group and the Board.
- Develop new external partnerships and relationships that will benefit Summit academies.
- Work with Principals to ensure effective governance through planning, training and quality assurance systems.
- Support the Chief Executive with all arrangements relating to annual leadership and Trust conferences and Trust training and development days.
- Be a proactive, and effective contributor to the Summit Executive, and Board.
- Provide strategic advice, and professional expertise and insight into the Trust's expansion strategy, including involvement in the due diligence process for new secondary academies.
- Contribute to the Executive updates and newsletters to parents and colleagues ensuring that they are current, informative, and enhance our shared values and identity.
- Contribute to PR and media advice and respond to media or press coverage when appropriate.
- Lead and support the appointment of new Principals.
- Ensure effective performance management arrangements are in place for Principals. Ensure that all new Principals have a thorough, bespoke and differentiated induction experience so that they reach their potential and build effective Senior Leadership Teams.

- Deputise for the Chief Executive as required.

General duties and responsibilities:

- Compelling and committed communication of the Summit vision and values.
- Drive strategic leadership throughout the Trust's Executive and Improvement Teams.
- Empower all staff and pupils to excel in their work, study and achievement.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Degree (2:1 or higher) ➤ QTS ➤ Recent and relevant leadership development training ➤ Demonstration of commitment to on-going professional development 	<ul style="list-style-type: none"> ➤ Masters or higher level qualification
Knowledge, understanding and skills	<ul style="list-style-type: none"> ➤ Excellent knowledge of secondary/sixth form education ➤ Knowledge and understanding of a wide range of school improvement strategies ➤ Expert in thinking and planning strategically and creatively ➤ Keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning ➤ Strong knowledge and understanding of external assessment/examination and reporting measures ➤ Understanding of, and ability to implement rigorous self-evaluation ➤ Ability to hold leaders stringently to account for their performance 	<ul style="list-style-type: none"> ➤ A strong and wide reputation in the relevant field
Experience	<ul style="list-style-type: none"> ➤ Track record of successfully leading school improvement as demonstrated by Ofsted judgments and/or student outcomes over time in 2 or more schools ➤ Effective action planning and delivery of a range of programmes to raise achievement ➤ Successful leadership of a school through inspection/external scrutiny processes ➤ Effective development of teams and leaders with impact on standards ➤ Work in challenging school environments which has effected rapid progress ➤ Successful challenge of underperforming staff ➤ Leadership of innovation/change management with evidence of positive impact ➤ Leadership of improvement in quality of TLA ➤ Work with a range of external agencies to accelerate improvement 	<ul style="list-style-type: none"> ➤ Work in inspection as OI or HMI
Interpersonal and communication skills	<ul style="list-style-type: none"> ➤ Excellent written and oral interpersonal skills, able to motivate and inspire 	

	<ul style="list-style-type: none"> ➤ Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy ➤ Self-reflective, and honest ➤ Awareness of the importance of regular and transparent communication with colleagues; able to challenge and hold to account with 'radical candour' ➤ Able to produce high-quality, concise and accurate written reports 	
<p>Personal qualities and attributes</p>	<ul style="list-style-type: none"> ➤ Hold and articulate clear values and strong moral purpose that aligns to the Summit values ➤ Demonstrate optimistic behaviour, positive relationships and attitudes towards all members of the Summit Learning Trust community ➤ Lead by example with creativity, integrity, resilience and clarity ➤ Highly organised with excellent time management skills ➤ Approachable and sensitive to the needs of others ➤ Develop and sustain wide current knowledge and understanding of education and school systems locally, nationally and globally, and pursue personal development ➤ Work with political and financial astuteness, within a clear set of principles centred on the Summit vision, ably translating local and national policy into the Trust's context ➤ Entirely committed to safeguarding and promoting the welfare of all children and young people in the Trust 	

APPOINTMENT PROCESS AND HOW TO APPLY

Summit Learning Trust has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken.

Candidates should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the role description and person specification and outlines their interest in Summit Learning Trust.

Completed applications should be sent to Thomas Andrews at Thomas.Andrews@perrettlaver.com. The closing date for applications is 08:30 BST on Thursday 30 July 2020.

The longlist of candidates will be determined early in the week commencing 3 August 2020 and longlisted candidates will be invited to interview with Perrett Laver during the weeks commencing 3 and 10 August 2020.

The shortlist of candidates will be selected early in the week commencing 17 August 2020 and shortlisted candidates will be invited to attend first round interactions later in the same week. Final interviews will be held in the week commencing 24 August 2020.

Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>.

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