**JOB DESCRIPTION**

**Director of Education/CEO at The Petty Pool Trust**

**Remuneration:** Competitive

**Location:** The Petty Pool Trust, Sandiway, Cheshire

**Reporting to:** Board of Directors and Trustees

**Job Description**

The Director of Education/CEO will lead and inspire excellence, working with and supporting Staff to deliver success for all Students and users of the College.

The Director of Education/ CEO will ensure leadership has a direct impact on strategic College improvement, Student outcomes and effective business operation, establishing and implementing the vision and direction for Petty Pool ensuring that the Trust’s ethos and values are deeply embedded and visible amongst Students and Staff.

**Background to Petty Pool**

Petty Pool is a Specialist Vocational and Further Education College for Young People with a learning disability, based within its own 40 acre estate near Sandiway. Operating in partnership with Cheshire College South and West, the Charity has been in operation since 1981, when it originally opened as the Mid-Cheshire Sheltered Workshop.

A registered Charity with an annual turnover of circa £2m and over 60 staff, the Charity consists of the Vocational Education College and an Outdoor Education Centre. Further details are available on our website <http://www.pettypool.org.uk/>

The College offers places for up to 120 students with a range of learning disabilities, as well as offering residential courses to other schools, organisations and individuals, utilising the resources of the Outdoor Education Centre and the wildlife opportunities the Charity estate has to offer.

Broadly, the responsibilities of the role are as detailed below:

**Educational Leadership and Management**

* Accountable for Student performance, progress, standards and results
* Ensure the Trust’s principles are highly visible and are embedded in the College culture
* Develop a shared expectation of outstanding teaching and learning and ensure collaborative learning and CPD
* Create and support an aspirational and innovative culture of tailored learning
* Create a climate for learning and a system of monitoring and intervention that enables all Students to thrive
* Set high educational standards in the College
* Design and implement the Curriculum and the broader Student experience
* Ensure all Students benefit from individualised and challenging targets, to support high levels of achievement
* Ensure the welfare and safety of all Students, including their safeguarding
* Ensure behaviour management strategies and monitoring systems are in place to support and protect Students effectively
* Ensure external relationships with Cheshire College S&W, Local Authorities, and other bodies are well managed
* Adhere to DfE, Ofsted and regulatory standards, and ensure that the college is at least ‘Good’ in all future Ofsted inspections

**Strategic Leadership and Management**

* Manage the day to day operations of the College and Trust
* Define and deliver the vision and objectives and a Strategic Plan as agreed with the Board of Directors and Trustees
* Agree, communicate and deliver aspirational short and medium term aims within the context of the longer-term vision
* Develop and maintain the values of the Trust in the College
* Actively seek and share outstanding practice within and beyond the College
* Ensure the Board receives timely advice and appropriate information on all relevant matters.
* Maintain an up to date knowledge of compliance matters relevant to the Trust and ensure the Trust remains compliant in its procedures (i.e. in relation to Safeguarding, Health and Safety and Financial Management)

**People Leadership and Management**

* Ensure a culture of working together to achieve high standards throughout
* Ensure the College has a rigorous and effective performance management system and that pay progression decisions are made in line with policy
* Undertake effective planning to ensure that the staffing needs are proactively identified and that plans are in place to ensure appropriate succession
* Create a climate of reflective practice and professional development that enables all members of Staff to flourish and achieve their best. Drive collaborative CPD practice across the locality so that all Staff have access to the best CPD
* Take an active role in middle and senior leadership development ensuring effective succession and talent management strategies are in place
* Promote equality and fairness for all Staff
* Take responsibility for your own professional development

**Financial and Business Management**

* Work closely with the Finance Manager to ensure budgets are set and managed within guidelines agreed with the Finance Committee and Board of Directors and Trustees
* Ensure the college delivers an efficient staffing structure
* Monitor actual spending against budget for the College
* Actively pursue opportunities to improve efficiency in back office services, streamlining costs including areas such as Business Management, HR, Finance and Technology
* Ensure the College implements key Trust Policies and Strategies (e.g. in relation to Compliance, Finance, HR and IT)
* Manage and utilise the sites and facilities to maximise their value to the College and the community
* Ensure that Health and Safety Policies are fully implemented and managed

**Links with Community and Business**

* Provide visible leadership and actively engage with relevant business, community and public bodies to benefit the Students and College
* Develop strong and effective partnerships with Parents
* Develop a thriving sense of College community to include present and past Students and Parents
* Create proactive, entrepreneurial and effective links with the community including, for example, with local business and other local Schools and Charities

**REPORTING**

The Director of Education/CEO reports to the Board of Directors and Trustees.

The Director of Education/CEO is accountable to the Board of Directors and Trustees for the standards achieved and the conduct, management and administration of the College. The Director of Education/CEO may be asked to carry out any other reasonable requests by the Board of Directors and Trustees.

This Job Description is subject to annual review.

The Petty Pool Trust is committed to safeguarding and promoting the welfare of Students and Young People. The Director of Education/CEO must ensure that the highest priority is given to safeguarding Students and Young People. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

**Selection Criteria**

**Director of Education/CEO at The Petty Pool Trust**

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| **Qualifications** |
| Educational and Professional qualifications appropriate for the role of Director of Education including:   * A degree from a recognised University * Qualified to work and teach in further education within the UK * Further professional qualifications (i.e. NPQH and PGCE) and ideally a further postgraduate qualification based on Executive Leadership and/or SEND specific qualifications * Evidence of recent CPD related to Education and SEND; |
| **Experience** |
| * Demonstrable substantial success at Principal / Senior Leadership level through significant periods of development; * A proven track record of securing excellence in an Educational establishment with experience of leading a team through a successful Ofsted inspection; * A proven track record in rapidly raising Student achievements; * Evidence in developing and implementing Strategic Plans and setting Strategic Priorities; * Evidence of the ability to develop excellent relationships with Staff, Members of the local community, Parents and Young People; * Experience in leading and developing Colleagues and effective Teams;   + An in-depth knowledge of the SEND reforms and the relationship between EHCPs and learning programmes for Young People * A deep understanding of quality improvement and its effective use to drive up standards in teaching and learning. |
| **Professional qualities** |
| * An in-depth understanding of College leadership and improvements needed to achieve outstanding Student progress and personal development; * The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated; * The skills and personal qualities to coach Senior and Middle Leaders to improve their practice; * Passion for education that embraces the belief that every Student can learn and succeed; * A clear understanding of and commitment to the development of Petty Pool values; * Belief in equality of opportunities for all Students and Staff; * Clarity of vision with the ability to communicate it in a compelling and engaging way; * An adaptable leadership style which encourages leadership from others and celebrates success; * Excellent IT skills and experience at senior level of Financial Management and Budgetary Controls; * Thorough understanding of Risk Control and Risk Management; * Significant experience of managing stakeholder relationships, including contract negotiation; * Determination and resilience with an ability to retain a calm disposition under pressure; * High level interpersonal and communication skills with the capacity to influence at all levels; * High expectations of Student achievement, conduct and behaviour; * A commitment to collaborative working across the Trust with openness, energy and enthusiasm; * An understanding of the importance of research in developing approaches to learning and curriculum design and the ability to put this into practice; * Commitment to equality of opportunities and a willingness to challenge barriers to achievement; * Deep commitment to safeguarding and promoting the wellbeing and welfare of Students. |