

## Job Description

<b>Title</b>	Director of Education
<b>Hours</b>	Term time only - it is expected that you will work flexibly, with occasional evenings, to meet the requirements of the role
<b>Salary</b>	Competitive subject to experience and qualifications
<b>Primary location</b>	This role can be based at any Kisharon Langdon office/education provisions. Hybrid working policy applies.
<b>Direct reports</b>	Kisharon Head of School Tuffkid Head of Nursery Langdon College Principal Head of Finance Head of Business PA/Clerk to Trustees
<b>About us</b>	<p>Kisharon Langdon’s vision is that people with learning disabilities and people with autism are supported to thrive. Our mission is to offer outstanding life opportunities so that people we support can live aspirational, interdependent lives, reaching their potential and contributing as equals in our Jewish community and beyond.</p> <p>Kisharon Langdon is committed to equal opportunities and safeguarding the welfare of vulnerable people, and all employees are expected to share this commitment. A DBS criminal record check is required for this role.</p> <p>As Director of Education, you will have overall accountability for providing strategic leadership and direction for the education partnership and its provisions (nursery, school and college) towards the vision and aims set by Kisharon Langdon.</p>
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>● Provide strong strategic leadership towards the education partnership’s vision and goals, interact and lead colleagues on a professional level in order to promote a mutual understanding of the partnership’s vision and values.</li> <li>● Lead and oversee the efficient, effective management of the education partnership and its individual provisions through the management of the agreed organisational structure and scheme of delegation.</li> <li>● Be responsible for ensuring that the partnership                         <ul style="list-style-type: none"> <li>○ Fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook and equivalent applicable guidance for Tertiary and Nursery providers</li> <li>○ Ensuring the responsible and appropriate use of public funds</li> <li>○ Planning, implementing and monitoring the internal and external financial reporting.</li> </ul> </li> </ul>	

- Represent Kisharon Langdon’s education partnership locally, regionally and nationally and developing networks and partnerships across the educational sector.
- Further details as to be provided in a Scheme of Delegation.

**Group Leadership**

- To provide motivational leadership to the wider strategic management of the organisation, act as a role model of our shared values.
- To bring excellent judgement and insight to the wider strategic leadership of Kisharon Langdon as a member of the Senior Leadership Team and demonstrate a strong commitment to collaboration, cross-team working and complex stakeholder management.
- To create a culture of excellence and care which is collaborative and actively demonstrates our commitment to our core purpose and community.
- To lead in developing organisational strategy and business plans. Continually horizon scan for changes in the external environment to identify trends and innovations that could impact the organisation.
- To lead a joined-up organisation wide approach to ensure service and functional strategies are aligned and driving in the same direction to meet common goals.
- A strong focus on outcomes and impact – ensuring performance data is monitored against agreed service levels and used as a basis for robust strategic decisions.
- Lead and drive improvements to quality, efficiency, productivity and innovation across the organisation to meet the needs of our service users.

**Development of the educational partnership**

- Support the Education Committee in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the business plan, long-term strategic plans.
- Work with Education Committee and other senior leaders to ensure proactive, robust and appropriate risk management for the education partnership and its provisions.
- Lead the growth and development of the education partnership, including due diligence and supporting converting education providers/sponsorship/joining the partnership.
- Develop and maintain effective relationships as and where appropriate with key partners and stakeholders including Regional Schools Commissioner, Further Education Commission, the Department for Education (DfE), the Education and Skills Funding Agency, local authorities, the wider local community and other local providers.

**Leadership and Management**

- Model the education partnership’s commitment to continuous improvement and high achievement across all areas of its work.
- Lead the Education Partnership senior management team, ensuring regular opportunities to share ideas and debate issues.
- Review and ensure each provision’s vision and strategic plans are in line with the overall strategy and key performance indicators.

- Develop, implement and review policies to ensure the achievement of the partnership's aims.
- Ensure the education partnership's management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement
- Facilitate effective communication at all levels.
- Develop and effectively manage the education partnership's resources and facilities, including overseeing major capital projects and meeting regularly with the CFO and the FAR Committee.

**Governance**

- Contribute to strategic planning and decision making at the Board level to develop and implement an education strategy for Kisharon Langdon's overall provision within the remit of this role, along with the overall management and financial reporting procedures.
- Provide relevant data, reports and recommendations which enable development and ensure that statutory, governance and legal responsibilities are met, attend Education Committee and relevant Board meetings as required.
- Ensure effective policies, efficient systems, and sound compliance, controls and procedures for all accountable matters across the organisation.
- Respond to audit reports and take responsibility for the actions arising from them.
- Ensure local Governor boards are supported in meeting their responsibilities.

**Communications**

- Ensure effective communications exist within the Education directorate and with the rest of Kisharon Langdon including:
  - An effective two-way communication that secures a proper understanding of strategy and business plan objectives
  - The relationships with students and other learners supported, customers, suppliers and major partners are properly managed and maintained in a manner that is consistent with the style and strategy of the organisation.
  - That Kisharon Langdon's policies and procedures, including those regarding the safeguarding and welfare of individuals are understood and rigorously applied by all staff.

**Quality and Improvement**

- Accountable for all aspects of teaching and learning across the education partnership, upholding high standards for academic and non-academic pupil outcomes and ensuring the achievement of the education partnership's educational vision.
- Provide strategic direction and leadership for teaching and learning across the education partnership, especially in response to sector changes or changes to government policy, such as curriculum changes or changes to Ofsted and accountability frameworks.
- Provide quality assurance and accountability through a rigorous and robust system of target setting.
- Develop and lead the education partnership's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies.

- Oversee effective collaboration between providers across the education partnership and ensure that the sharing of best practice and alignment in practice where it benefits the education partnership is maintained.
- Commission external support for education and learning improvement, and assess the effectiveness and impact of the support provided.

**Safeguarding and Compliance**

- Ensure that the education partnership, and each provision within the education partnership, meet their safeguarding responsibilities in line with current legislation.
- Ensure that the education partnership meets requirements related to health and safety and data protection.
- Ensure the education partnership meets requirements set out by Companies House, the Charity Commission, the Department for Education (DfE), and the Education and Skills Funding Agency.
- Embed accountability and quality assurance procedures across the provision to achieve compliance.

**People and Culture**

- Ensure Kisharon Langdon's values and behaviours are embedded into the Education directorate, and that equality, diversity and inclusion is at the heart of our education partnership. Provide leadership to the staff of the directorate including:
  - Ensure the availability of appropriately skilled and qualified people within the organisation.
  - Ensure an effective management structure through which business plans can be effectively implemented.
  - Ensure Heads of Provision and other direct reports have clear objectives and professional development targets.
  - Ensure that all aspects of motivation, resourcing, training, career development and succession planning are effectively addressed and managed throughout the directorate.

**Finance and Business**

- Act as accounting officer for the education partnership, ensuring that it works to the standards set out in any issued guidance, eg Academy Trust Handbook.
- Work closely with Kisharon Langdon's Senior Financial Controller to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present trustees and governors with accurate and timely financial reports.
- Develop and oversee the education partnership's income generation strategies, including grant applications and other fundraising.
- Oversee resource allocation and budget-setting and approval for the education partnership and its academies, and ensure budgetary targets are met.
- Work closely with the education partnership's CFO to establish effective procurement procedures in order to achieve financial efficiencies.

**General**

- Keep up to date with sector and legal changes and maintain own professional development.
- Work collaboratively with volunteers to ensure that their contribution enhances the quality of the education provision and support across the organisation.
- Take on any other responsibilities that may be required.
- Deputise for the CEO as required.
- Work closely with Kisharon Langdon’s social enterprises to increase the provision of meaningful training and vocational opportunities for people with learning disabilities.

*This is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the provision.*

**Person Specification  
Director of Education**

<b>Skills, Knowledge, Qualifications</b>	
Qualified teacher or lecturer status	Essential
Experience in either secondary or tertiary is essential and ideally experience in both sectors	Essential
Evidence of continuous professional development or training in preparation for leadership	Essential
Strong understanding of effective safeguarding in educational provision	Essential
Champion a culture which is inclusive, supportive, promotes diversity and equality, and focuses on continuous improvement	Essential
Excellent interpersonal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public	Essential
Ability to critically evaluate situations and take a pragmatic approach to solving problems	Essential
Comprehensive understanding of the education provision’s compliance and safeguarding responsibilities in line with relevant regulations	
A proven capacity to think and operate strategically and to achieve tangible results	Essential
Ability to lead, empower and motivate people and gain ownership for a clear vision and direction, ideally including volunteers	Essential
Strong commitment to the delegation and empowerment of good talent and clarity of individual responsibilities.	Essential
Gravitas and ability to inspire confidence, develop services and promote Kisharon Langdon’s education partnership and strategic goals.	Essential
Highly developed stakeholder management and relationship-building skills to engage with a wide range of external and internal stakeholders.	Essential
Strong knowledge of financial management and statutory requirements	Essential
<b>Experience</b>	
Success in leading an education provision with SEN at secondary or tertiary level	Essential
Experience in managing a multi-provision organisation	Desirable
Evidence of a track record of strong team management, ideally across different	Essential

sites, and managing senior team members	
Building successful partnerships with a wide range of stakeholders	Essential
Successful track record in strategic financial planning and resource management	Essential
Successful record in creating and maintaining education sites which present a stimulating and attractive learning environment for students and ensure the health and safety of staff and students	Essential
Negotiating and commissioning external support from a range of provider	Essential
<b>Personal Qualities</b>	
Flexible and resilient attitude with an ability to embrace change and spot opportunities	Essential
Ability to think and act strategically, and to contribute to strategy development and execution	Essential
Champions high standards of quality and performance. Commitment to improving the life chances of all children and student outcomes	Essential
Exudes the highest professional and ethical standards at all times	Essential
Able to work effectively within complex organisations and collaborates well with others	Essential
Sound judgement; ability to bring independent and objective views to decision making	Essential
Able to identify with the cause and a commitment to the vision and mission of the charity's purpose and ethos and empathy for the challenges facing those with significant learning disabilities, and their families	Essential
Able to carry out the role with sensitivity to the cultural and religious affinities of the people we support and staff	Essential
Able to work outside of usual office hours as work demands.	Essential