

## LIHT Job Description

### Job Description Learning in Harmony Trust



<b>Job Title:</b>	<b>Trust Leadership Group (TLG) Executive Director</b>
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<b>Pay scale:</b>	TLG Scale
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<b>Location:</b>	London & Essex <i>The role offers flexibility and opportunities for hybrid working.</i>
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<b>Responsible to:</b>	Chief Executive Officer (CEO)
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<b>Purpose:</b>	<p>The Executive Director will be part of the TLG, with the key purpose being to support the Trust in advancing education for the public benefit and ensuring that leadership at all levels of the organisation has a direct impact on school improvement, outcomes for students and effective business operations.</p> <p>As a member of the TLG, the Executive Director will have oversight and be responsible for leading improvement in an area of strategic responsibility, and in individual and/or groups of schools. In fulfilling their duties, the Executive Director will live the ethos and values of the organisation, follow the policies and code of conduct, and ensure that safeguarding is paramount.</p>
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<b>Job context:</b>	<p>Whilst the specific context for the Executive Director may change with the needs of the organisation, it will primarily be focused on executive leadership of Special Educational Needs and Disabilities (SEND) and inclusion. This includes, but is not limited to: the development and implementation of a Trust-wide strategy for SEND and inclusion; oversight of our SEND Outreach services and improvement team; and executive oversight of our special schools and specialist provisions.</p>
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#### Key areas of responsibility

<b>Strategic leadership</b>	<ul style="list-style-type: none"><li>• Establish a Trust-wide strategy for SEND and inclusion, developing and implementing policies and procedures that improve the provision for students with additional needs and secure high standards.</li><li>• Set meaningful objectives for specific areas of improvement, agreeing, communicating and delivering on short, medium and long term goals aligned to the Trust's vision and values.</li><li>• Ensure the Trust's compliance with SEND legislation, including the SEND Code of Practice and other relevant frameworks.</li><li>• Embed a culture of collaboration and an expectation for partnership, ensuring that schools and colleagues learn together and from each other.</li></ul>
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	<ul style="list-style-type: none"> <li>• Act as a key escalation point for complex SEND and inclusion issues, ensuring resolution in line with Trust policies and practice.</li> <li>• Play an active role in supporting the growth of the trust, leading on the due diligence of prospective Trust schools in collaboration with the project team and making recommendations as appropriate.</li> <li>• Contribute to the broader Trust agenda, including taking the lead on specific areas as directed by the CEO.</li> </ul>
<b>School improvement</b>	<ul style="list-style-type: none"> <li>• Drive innovation and effective practice in inclusive education, building a culture of high quality inclusive teaching and learning across all schools and settings, enabling students to thrive.</li> <li>• Develop a shared expectation of high quality inclusive practice, leading on curriculum, pedagogy and professional development.</li> <li>• Develop and oversee a quality assurance framework for SEND and inclusion practices across the Trust, monitoring and evaluating provision, addressing areas for improvement and preparing schools for inspection.</li> <li>• Work with schools on their SEND provision, using rigorous self-evaluation to accurately identify strengths and weaknesses, and ensuring they receive the support and challenge they need to improve.</li> <li>• Ensure there are effective systems for early identification of need and accurate ongoing assessment, which contributes to strong, coherent plans for students and their effective implementation.</li> <li>• Coordinate the commissioning of and quality assure the use of SEND specialist services to support all schools.</li> <li>• Ensure that schools have effective behaviour management systems in place, providing guidance on preventing repeated suspensions and exclusions, wherever possible, and supporting alternative strategies.</li> <li>• Ensure that Trust and school improvement priorities are coherently planned, and aligned to our shared vision and values.</li> <li>• Responsible for promoting and safeguarding the welfare of all children.</li> </ul>
<b>Developing self &amp; managing others</b>	<ul style="list-style-type: none"> <li>• Drive professional development and create a climate of reflective practice that enables all staff to flourish and achieve their very best.</li> <li>• Work with Head Teachers on the development of their teams in schools where you have executive oversight, ensuring that there are effective systems for professional development and appraisal, and that pay progression decisions are made in line with Trust policy.</li> <li>• Manage the performance of Head Teachers and/or other senior leaders where appropriate.</li> <li>• Plan with school leaders to ensure that staffing needs are identified and that recruitment processes are both timely and efficient, including opportunities to share resources across schools.</li> <li>• Take an active role in leadership development across the Trust, ensuring effective succession planning and talent management.</li> <li>• Take responsibility for your own professional development as an Executive Director within the Trust, engaging with opportunities to build your own knowledge and skills.</li> </ul>

	<ul style="list-style-type: none"> <li>Promote equality and fairness for all staff.</li> </ul>
<b>Managing the organisation</b>	<ul style="list-style-type: none"> <li>Work closely with Head Teachers, the central finance team and school operations managers to ensure budgets are set and managed in a way that maximises the impact of available resources on outcomes.</li> <li>Work with Head Teachers and the central finance team to monitor income and expenditure, updating forecasts and planning for staffing and organisational development with colleagues as appropriate.</li> <li>Ensure that all schools implement key trust-wide policies and strategies (<i>e.g. in relation to compliance, finance, HR etc.</i>).</li> <li>In partnership with Head Teachers, liaise and negotiate as appropriate with Local Authorities on funding for EHCP provision.</li> <li>Direct responsibility and accountability for the central Trust budget allocated for SEND provision and specialist services, including ensuring that the Trust receives value for money through commissioned services.</li> <li>Ensure that leaders manage and utilise their sites and facilities for the benefit of the schools, trust and wider communities.</li> <li>Ensure that Health and Safety policies and procedures, and audit recommendations are effectively implemented across schools.</li> </ul>
<b>Securing accountability</b>	<ul style="list-style-type: none"> <li>Accountability for student outcomes, including their overall achievement, personal development and well-being.</li> <li>Ensure there are systems in place which enable robust self-evaluation, quality assurance and risk analysis across the Trust, developing and leading on the implementation and evaluation of strategic goals.</li> <li>Support schools to be Ofsted-ready and to secure the best possible outcomes through the cycle of inspection.</li> <li>Work with the Trust Board to enable it to meet its responsibilities.</li> <li>Report to those responsible for governance and other key stakeholders.</li> <li>Participate in Trust-wide and regional work as appropriate.</li> </ul>
<b>Strengthening community</b>	<ul style="list-style-type: none"> <li>Develop strong, professional working relationships with all stakeholders.</li> <li>Ensure external relationships with key partners are well managed, including the DfE, Ofsted, Local Authorities and other organisations.</li> <li>Support school leaders to engage meaningfully with their local communities, contributing to the development of relationships.</li> <li>Engage with relevant partners for the benefit of the Trust, its schools and their wider communities, including through local, regional and national networks and partnerships.</li> <li>Serve as the key spokesperson for the Trust on matters relating to SEND and inclusion, managing reputational risk.</li> </ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>undertake any training commensurate with the post;</li> <li>show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others; and</li> </ul>

- support, uphold and contribute to the development of the trust's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.

This job description does not form part of the contract of employment.

## Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications and experience</b>	<p>Experience of leadership at an executive level.</p> <p>Comprehensive knowledge of SEND legislation, the SEND Code of Practice and effective inclusion practice in education.</p> <p>A track record of improving outcomes for students and/or young people with SEND.</p> <p>Experience in leadership of significant change across an organisation.</p> <p>Demonstrable experience of managing substantial, complex delegated budgets.</p> <p>Demonstrable ability to lead through distributed leadership.</p>	<p>Qualified Teacher Status or similar equivalent qualification.</p> <p>Successful experience as a Head Teacher within a school.</p> <p>Prior experience of working as an Executive Leader within a Multi Academy Trust or similar organisation.</p> <p>Experience within special schools and/or alternative provision.</p> <p>Evidence of research in SEND and inclusion.</p> <p>Experience in managing complex SEND cases.</p>	<p><i>Evidence in support of the person specification will be gained from the following sources:</i></p> <p><i>Application form</i></p> <p><i>References</i></p> <p><i>Selection process</i></p> <p><i>Certification</i></p>
<b>Personal aptitude, qualities and skills</b>	<p>Strong interpersonal skills and self-awareness, including the ability to adapt to situations and manage relationships.</p> <p>The ability to motivate and inspire others, and lift people up in times of challenge and diminishing resources.</p> <p>The ability to think and plan strategically, including an understanding of change management principles.</p>	<p>Experience of coaching and mentoring senior leaders.</p>	

	<p>Strong interpersonal skills and a good communicator, who is both articulate and approachable.</p> <p>The ability to address complex situations and make difficult decisions, conveying outcomes clearly and with sensitivity.</p>		
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