

The **GALLERY TRUST**



A community of special schools

**Strategic Development Manager
Candidate Information Pack**

March 2018

Strategic Development Manager

Competitive salary

Part time hours may be negotiable: termtime plus two weeks a year

The Gallery Trust is a special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust is committed to working collaboratively with special schools and believes that by pooling knowledge, resources and support, provision for SEND learners will continue to flourish.

There are two academies currently in the Trust: Iffley Academy, Oxfordshire's largest special school, and Bloxham Grove, which is a new free special school scheduled to open in 2020. The Gallery Trust has ambitious plans to build a community of special schools, and to create a MAT which can have a real impact on establishing the voice of SEND, working with peers and colleagues across the academies within the Trust, and to influence SEND strategy and policy in the county and nationally.

This role will have a crucial input into the growth and development of The Gallery Trust and will work collaboratively with key stakeholders, both within the Trust's School Improvement and Shared Services Teams, and with schools and academies across the county. The postholder will manage the Shared Services Team and will demonstrate high levels of flexibility, because this is a multi-faceted role, demanding a wide range of skills and experience and a positive, 'can-do' attitude.

Reporting to the Chief Operating Officer, the Strategic Development Manager will work in a high performing team, whose aim is to provide school improvement, operational and strategic support to academies within the Trust.

Experience of working at a senior level within the academy sector is essential.

Application process

To apply for this post, please return your application form to recruitment@iffleyacademy.co.uk

Please submit your application form by 4pm on Thursday 15 March 2018 to recruitment@iffleyacademy.co.uk or by post. Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

JOB DESCRIPTION

Strategic Development Manager

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The CEO will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description.

Key Responsibilities

General

1. Support for:
 - a. the Trust's business and commercial strategy and the objectives within the MAT Development Plan
 - b. governance and structures within The Gallery Trust
 - c. Chief Executive Officer, Chief Operating Officer, School Improvement Team and Board of Trustees
 - d. Head Teachers and Senior leaders of constituent academies
2. Project manage specific projects, tasks and initiatives
3. Take a lead role in academy conversion and due diligence processes
4. Support colleagues and deputise for members of the Trust business team and within constituent academies: tasks to include HR, finance, Health and Safety, ICT, Data Protection, site management, administration
5. Undertake a wide range of complex duties commensurate with grade
6. Act as an ambassador for the Trust, representing it at meetings, conferences and events
7. Line manage staff and teams, including the Shared Services Team

Main duties and responsibilities

1. Lead and undertake specific programmes, projects and bids, and provide logistical support for activities
2. Provide support to the CEO, COO and Trust teams, including co-ordinating and minuting meetings, preparing reports, liaising with stakeholders.
3. Develop and maintain constructive relationships and work collaboratively within and outside the Trust with key stakeholders
4. Ensure that the work and the achievement of the Trust are shared and publicised as necessary including management of the Trust's website and the production of documents which reflect the high standards of the Trust
5. Maintain a close working relationship liaising extensively with the CEO, COO, Head Teachers and Academy Business Managers
6. Take a pivotal role in academy conversions and information gathering exercises

7. Provide administrative support for colleagues, including duties of a PA nature
8. Provide organisational and complex advisory support and guidance to staff, Trustees, governors, and colleagues throughout The Trust
9. Line manage the Trust development and shared services teams
10. Organise special events and training
11. Support colleagues throughout the Trust and constituent schools, by deputising and providing cover when necessary
12. Act as line manager for support staff
13. Manage complex administrative procedures and processes and take a lead role in the development and maintenance of record keeping and information systems
14. Support with GDPR compliance
15. Attend meetings, events and conferences, representing the Trust
16. Take a role in planning, development, design, organisation and monitoring of support systems/procedures/policies
17. Support the work of the Board of Trustees and Local Governing Bodies, liaising with Clerks to promote effective and well-supported meetings, and advising on governance issues
18. Clerk to the Board of Trustees
19. Responsibility for operational and specific areas, to be agreed

Resources:

- Be responsible for the selection and management of resources
- Undertake research and obtain information to inform decisions
- Take a role in procurement, tendering and purchasing, following best practise guidance
- Operate a range of equipment/ICT packages: Word, Excel, finance software, HR support software, data software etc
- Interpret matters of policy/procedure/ statute to ensure the school's compliance and initiate appropriate action arising.

Standards and quality assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in support staff appraisal

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all

- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

This job description is subject to annual review.

The Gallery Trust committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (DBS).

The Strategic Development Manager works for The Gallery Trust based at Iffley Academy. However, the Trust reserves the right, in exceptional circumstances, to deploy staff to different locations depending on the needs of the overall Trust.

SELECTION CRITERIA

Strategic Development Manager

	Essential	Desirable
Qualifications/ Training	Recent CPD in School Business Management responsibilities (eg HR, Health and Safety, Finance, ICT, administration)	Relevant professional qualification: CSBM: ACA: ACCA: CIMA: CIPFA: AAT: CIPD First Aid: Specialist education software
Knowledge and Experience	Proven track record as a School Business Manager, working within Senior Leadership Team(s): Meeting compliance needs, e.g. audit: Effective leadership and management: Senior business, operational and administrative experience: Specialism in administration, HR or finance: Change processes: Operational logistics: Experience of leading staff teams: Experience of clerking for complex bodies	Liaison with the ESFA: Understanding of MAT compliance requirements (e.g. AFH, audit) Managing academy conversion process Managing due diligence process
Skills and personal qualities	Ability to take an outward facing role: Excellent negotiation and influencing skills: High levels of drive, energy and integrity, with the ability to work under pressure: The confidence to demonstrate independent thinking: Able to work flexibly, attending and contributing towards meetings and training outside of work hours: Excellent written and verbal communication skills: Be prepared to travel throughout Oxfordshire: Ability to develop policies, procedures and systems: Work as part of a team as well as independently: Work effectively with stakeholders, developing and maintaining successful working relationships: Manage projects and lead teams: Excellent analytical and problem solving skills: Excellent computer skills: Resilience and positivity: Able to plan and take control of situations: Capable of handling a demanding workload	

	<p>and be able to successfully prioritise work: Committed to contributing to the wider school and its community: Motivation to work with young people in a school setting The ability to form and maintain appropriate relationships and personal boundaries with students: Willingness to undertake CPD and training Commitment to safeguarding, and the welfare of children and young people: A respectful approach to children and young people with SEND</p>	
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