# JOB DESCRIPTION

**Director of Growth and Business Development including**

**Educational Services**

Effective date: September 2024

|  |  |
| --- | --- |
| **Post holder:** | **Director of Growth and Business Development** |
| **Responsible to:** | The CEO |
| **Main purpose of the job** |
| The role requires strategic leadership and accountability for the development of Growth and Business including Educational Services to academies within SEBMAT and schools within the local area. This role reflects the continued success of the Trust’s development, to lead on the delivery of the Board’s strategic growth and business development objectives in a resilient and sustainable manner and to help build and maintain the SEBMAT Trust as a successful multi academy trust that is highly regarded and seen as a centre of excellence in which to work and learn. FEATURES: The post holder shall be required to work in any of the locations within SEBMAT Academy Trust as directed by the CEO. In addition this post will involve Deputising for the CEO as required. |
| **MAIN DUTIES AND RESPONSIBILITIES:**  |
|  **Growth and Development of the Trust*** Create a Growth and Business development strategy including outreach for educational services
* Generate income and funding streams to provide excellent facilities for teaching and learning
* Be the lead representative for the Trust responsibilities in all educational and non-educational development areas. This will include, but is not limited to, setting up outreach services, recruiting other schools to join the Multi-academy trust.
* Realise and develop opportunities for new schools joining in line with the Trust’s growth and business development strategy – from initial meetings with governing bodies/prospective schools, to consultation, due diligence and legal conversion/transfer.
* Lead and deliver the on-boarding of all new academies to the Trust with the support of the Project Manager and facilitate improvements to onboarding processes and support teams through continual learning
* Lead on seeking appropriate consents as required (e.g. from the ESFA or Regional Department for Education Directors) including procedural or internal requirements associated with ‘significant changes’
* Build and maintain key relationships with all relevant internal and external stakeholders (including statutory agencies such as DfE, ESFA, Regional DfE Directors), maximising benefits to the Trust
* Develop and sustain effective relationships with external partners and commissioned third parties, proactively seeking to establish partnerships and working agreements where these help SEBMAT Academy Trust to achieve its objectives
* Ensure that the vision and values of the Trust are espoused in all aspects of their work, fostering a growth mindset in themselves and others.
* Inspire and enable others to lead, characterised by ethical and ambitious improvement at pace and the expectation that excellence is a realistic goal

**Strategic leadership and Business Development*** Managing the operations of the Trust and oversee the effective and efficient delivery of all key infrastructure and systems and manage operations, assets, IT, & strategic lead HR.
* Directly line manage the HR Manager, Assets Manager and other managers across the Central Team function as agreed.
* Take the Trust statutory lead responsibility for safeguarding working within the procedures adopted by the Trust and liaise effectively with the Trustee for Safeguarding
* Represent the Trust to regulatory authorities, the media, stakeholders and the public as required
* Develop appropriate strategies, policies, initiatives and processes across operational services
* Report regularly to the CEO and Directors the progress of the organisation against strategic and operational plans
* Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by Directors, the CEO or the Senior Executive Team, including deputising for the CEO as required.
* Demonstrate an active commitment to their own professional development.
 |

|  |
| --- |
| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of schools within SEBMAT or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. |
| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998 |
| **Safeguarding Children** |
| In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. |

Signed by:

........................................................ Date:......................................................

**Person Specification**

|  |
| --- |
| **Criteria** |
| **Qualifications** * Degree qualification relevant to the role
* Demonstration of an ongoing commitment to own professional development
* Ability to build leadership capacity throughout the organisation
* An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the Trust
* An enthusiastic leader, committed to ensuring the best possible outcomes for pupils
* Ability to articulate clear visions for the organisation and its development
* Someone with the ability to build a sustainable workforce of high quality staff and leaders
* Willingness to take and manage agreed levels of risk to deliver outstanding services
* Someone who can provide clear direction and shared purpose for all colleagues, external partners and stakeholders
 |
| **COMMUNICATION SKILLS** * Ability to forge effective internal and external working relationships at every level
* An excellent communicator who is at ease with all stakeholders but particularly colleagues
* Very strong negotiation skills and the ability to influence others to the benefit of the Trust
 |
| **EXPERIENCE AND KNOWLEDGE** * Experience in scaling up excellent service delivery effectively and at pace
* Experience of leadership including HR, Safeguarding.
* Experience of coaching, mentoring, directing, and challenging senior members of staff.
* Successful proven experience of promoting inclusion, equality, and diversity.
* Experience of managing budgets, people, and resources effectively and in accordance with the scheme of delegation.
* An ability to drive and deliver transformational and cultural change
* Considerable experience of education management
* A clear understanding of educational legislation, the statutory framework for education, new innovation and developments and how these will affect the services that SEBMAT Academy Trust must deliver
* An understanding of the governance of charitable organisations and ensuring that best policy and practice is implemented to ensure compliance with charity and company law
* In depth understanding of the requirements of academy conversion and sponsorship and, desirably, experience of this process
 |
| **PERSONAL QUALITIES** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities: * High degree of emotional intelligence.
* Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict.
* Ability to maintain a positive and professional demeanour.
* Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.
 |