



Crown Hills Community College

JOB DESCRIPTION

Job Title:	Director: Education Improvement Partnership		
College	Contract School: Crown Hills Community College	11-16	Maintained
Reports to:	Chair of EIP and Principal, Crown Hills	Grade:	21-25
Key areas of Responsibility:	Leadership of the EIP	Salary:	£64,792.00 - £71885.00
Additional:	To provide additional Senior Leadership Capacity for EIP Member Schools	Term:	Permanent Full-Time

JOB PURPOSE SUMMARY

To lead, manage and further develop the strong, effective EIP partnership of Leicester City secondary and special schools. An overarching emphasis on raising standards in all member schools, promoting a culture of educational excellence and collaboration at all levels, within a supportive environment enriched with the values of mutual trust, care and respect whereby schools work together to improve outcomes for all.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Overall strategic responsibilities of EIP Director

- a. Work in partnership with the Heads and Principals of EIP member schools and Academies to set both the overall direction of the Partnership to meet the long term imperatives, but also to ensure that the EIP is flexible and responds to immediate needs. To liaise and work with the EIP Chair and other members of the EIP on all matters relating to EIP activity.
- b. Support the maintenance and enhancement of the EIP's ethos and mission through outstanding professional conduct and high expectations of others. In particular the post holder must earn a very high degree of trust from EIP members and in turn must be relied upon for absolute discretion and integrity.
- c. Provide outstanding strategic and operational leadership of all areas of responsibility. Lead on the promotion, dissemination, implementation and monitoring of all EIP strategies.
- d. To actively seek opportunities for EIP schools to improve practice and or provision for staff and pupils.
- e. To work with outside agencies as appropriate to the benefit of EIP members.
- f. To represent and be an advocate for EIP Headteachers and Principals in a wide range of forums, Boards and Groups and with a range of external partners including Local Authority, Regional Schools Commissioner, MATs, The Schools Forum, DFE, LESP and LESPOG.
- g. To be aware of national and local policy and practice changes that may impact on EIP member schools and to synthesize, summarise and share with EIP members.
- h. To be an identified point of contact for external agencies and a conduit for those who wish to communicate or consult with EIP member schools
- i. Undertake research on behalf of EIP schools as requested by individual or groups of members.
- j. Oversee the activities of EIP networks including the Hubs (English, Maths, Science and CEAG), EBacc Networks (History, Geography and Modern Foreign Languages, Senior Leaders Group and to Chair the Business Managers Group.

- k. Facilitate the sharing of good practice between schools and in particular between Headteachers and Principals
- l. Source funding for and undertake project management of initiatives to support schools in raising standards.
- m. To provide problem solving and conflict resolution capacity as and when required.
- n. To provide personal support for Headteachers and Principals.
- o. To provide additional neutral capacity for individual or groups of Headteachers and Principals.
- p. Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the EIP Executive Group.
- q. To promote dialogue, consultation and consensus between EIP members.

2. EIP Director operational duties

- a. To carry out other duties at the request of the EIP membership which are commensurate with the EIP Director role.
- b. To plan, organise and host regular meetings of the EIP Headteachers and Principals (Full EIP) with an Agenda set in conjunction with the EIP Executive.
- c. To plan, organise and lead an Annual conference for EIP Headteachers and Principals
- d. Chair, organise and host the Behaviour and Attendance Partnership Meetings (and the related BAP Executive Group meetings) to oversee the development and use of the Secondary Fair Access Protocol and Managed Move Protocol for placing vulnerable pupils.
- e. To represent the EIP on the Leicester Partnership School management committee.
- f. Line management of EIP staff.
- g. Develop systems and structures for the effective management and administration of all areas of EIP responsibility.
- h. To meet regularly with Senior LA officers for intelligence sharing and policy shaping.
- i. Collection, collation and sharing of a range of data, including Y11 tracking and Results Day information and managing the communication of such with the Local Authority and press.
- j. To plan and manage the EIP Budget Headings. In conjunction with the EIP Finance support through Crown Hills to set and collect the annual EIP subscriptions.
- k. To maintain and develop the EIP H2H procedure as a means of speedy Head teachers and Principals consultation mechanism.
- l. Use accurate and timely data from a range of sources to support EIP activity and develop strategies to enhance performance.

6. Relationships with others

- a. The induction of new Headteachers and Principals into the EIP, and as necessary other staff into EIP Networks.
- b. Inform other partners, particularly those new in post of the work of the EIP.
- c. Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the EIPs ethos.

7. Accountability

- a. To report to the EIP Chair, EIP Executive Group, Principal of Crown Hills Community College as required.
- b. To report as necessary to external partners and project funding bodies for EIP activity funded other than by member subscription.
- c. Performance Management will be through the EIP Chair and the Executive Group.
- d. Ensure that EIP members and external partners are well informed about activities and contribution the EIP makes in raising outcomes in secondary and special schools in Leicester.

8. Other Director responsibilities

- a. Contribute to the wider life of the EIP and its community through out of hours and partnership work.
 - b. Support the work of colleagues within the EIP through the strategic leadership of key processes.
 - c. Carry out any such duties as may be reasonably required by the EIP members. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future
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