



Assistant Director - Grace Foundation

JOB DESCRIPTION

Job title:	Assistant Director
Department:	Central Senior Leadership Team
Reporting to:	Executive Director
Location:	The Gate, International Drive, Shirley, Solihull B90 4WA (Involves travel)
Hours of work:	37.5 hrs per week, full time, all year round. Flexibility of working hours may be required with advance notice.
Salary:	£55,000 (Permanent contract with 3-month probation)
Benefits:	25 days holiday plus Bank Holidays per annum, secure free parking, death in service (3 x basic salary), Private healthcare cover & pension. Car Ownership Scheme (COS) – Company Car. Subsidised meals onsite in state-of-art office.

OUR VISION FOR PARTNERSHIP & TRANSFORMATION

At the heart of all we do is a passion to help transform students' lives, helping develop the whole person and equipping them reach their full potential. We exist to transform young people's lives through holistic education. Through our Christian ethos we are committed to working with schools from the inside out to support the aspirational, relational, emotional, and spiritual needs of students and their families. Our approach to education focusses on developing the whole person, enhancing student wellbeing, and improving OFSTED outcomes to help transform school communities.

JOB SUMMARY

The Assistant Director will be an experienced educational leader who will collaborate with the Executive Director and GF Senior Team to execute the vision of Grace Foundation. They will contribute to the overall expansion of Grace Foundation as it continues to grow in terms of new Partner School locations and wider influence. They will liaise with Trust Leads whilst overseeing a cluster of Ethos Teams comprising of the Ethos Leader responsible for managing the Youth Worker & Family Support Worker. This leader will work closely with the Principal and Senior Link in schools, ensuring a trajectory towards an Outstanding rating on our Grace Foundation Quality Assurance Framework. Handling staffing and school issues as they arise, they will play a key role in embedding new staff into partner schools and launching new school teams. This dynamic and exciting role is an incredible opportunity to make a difference for thousands of students' and their families at an exciting time of growth and expanding influence.



KEY RESPONSIBILITIES

- To work with the Executive Director to executive the operational vision of Grace Foundation ensuring its people, programmes, content, and provision are fit for purpose both now and in the future.
- To oversee a cluster of Partner Schools including bringing teams together for strategic development and effective peer networking.
- To liaise with Trust Leads, Principals, and Senior Links to ensure Partner Schools are effective in their mission to develop character and values, improve student well-being and advance student outcomes.
- To line manage Ethos Leaders in Partner Schools who will lead their Youth Worker & Family Support Worker.
- To ensure Partner Schools move towards Outstanding on our GF Quality Assurance Framework.
- To ensure tracking & measuring of impact is always effective, OFSTED Ready, and ready for sharing with key stakeholders at all times.
- To deal with HR, recruitment, staffing & school issues as they arise.
- To help launch and embed new Partner Schools.
- To provide coaching, training, and support for staff as well as ensure they receive up-to-date training and continued professional development.
- To create training and resources that enable the effective execution of the Ethos Team's vision in every partner school and ensure best practice is modelled and shared.
- To provide pastoral care and well-being support to staff.
- To engage relevant external organisations and partners.
- To support the development of Grace Foundation
- To carry out general administrative tasks as required.
- To work as an integrated part of the Senior Leadership Team.
- Any other reasonable duties as directed by the line management.
- Frequent travel to onsite locations.

QUALIFICATIONS & EXPERIENCE REQUIRED

- Must be an experienced Education leader who has worked closely in or with a Senior Leadership Team in a School Setting.
- Must be educated to Degree level or have equivalent real-world experience.
- Must have outstanding experience & understanding of working with young people with a variety of complex needs & issues in an education setting.
- Must have experience of leading and line managing staff.
- Must have own transport, a clean driving license & be willing to travel.

PERSONAL COMPETENCIES REQUIRED

Alignment with Christian Ethos

- A clear understanding of Grace Foundation's Christian Ethos and a demonstrated ability to align with its mission, vision, and values.

Leadership Skills

- Effective leadership skills with a proven track record in education.
- Ability to motivate and engage staff, students, and parents.
- Capacity to handle difficult scenarios, manage conflict, and negotiate change.

Management Skills

- Outstanding organizational skills and ability to multi-task.
- Ability to coach, mentor, and support staff towards personal improvement.
- Proficiency in handling staffing and school issues as they arise.
- Ability to tackle underperformance and hold others to account to a high standard.

Communication Skills

- Outstanding oral, written, presentation, and interpersonal skills.
- Clear understanding and ability to communicate with clarity, authenticity, and passion regarding Grace Foundation's Christian Ethos.

Strategic Thinking

- Attention to detail, analytical thinking, and a strategic approach.
- Ability to creatively develop ideas and manage them to execution.

Collaboration and Networking

- Ability to work as an integrated part of the Senior Leadership Team.
- Outstanding ability to network with a range of people and organizations (public, private, and voluntary).
- Engaging and working with high level leaders and sponsors.

Pastoral Care and Empathy

- Ability to show empathy and tact with others.
- Capacity to provide support and care for the well-being of others

Problem Solving and Decision Making

- Ability to handle complex scenarios and make decisions.
- Ability to exercise discretion in dealing with confidential or sensitive matters.

Time Management and Initiative

- Self-starter, well-organized, and able to manage time well without supervision.
- Ability to work confidently and independently, taking initiative when needed.
- Proficiency with IT applications (Word, Excel & PowerPoint) and online systems.
- Proficient with financial management and budgets

Adaptability and Enthusiasm

- A willingness to work with others and a consistent can-do enthusiastic attitude.
- Ability to adapt to new challenges and contribute to the growth and development of Grace Foundation.





Safeguarding and Child Protection

- Excellent understanding of safeguarding and child protection.
- Current Enhanced DBS.

FURTHER INFORMATION

We have a clear expectation that employed staff will have a familiarity with, and an ability to perform in accordance with, the mission, vision, and values of Grace Foundation's charitable objective. In line with these charitable objectives, and in accordance with the Equality Act 2010, it is therefore a Genuine Occupational Requirement that this post holder is a practicing Christian.

To apply for this post please complete the application form on our website:

www.grace-foundation.org.uk/jobs & send with a covering letter to info@grace-foundation.org.uk

Deadline for Applications is Tuesday 13th February

Interviews to take place on Monday 26th February

Start Date – Summer 2024 (negotiable)

Enquiries will be taken via contacting info@grace-foundation.org.uk

Application forms can be downloaded on www.grace-foundation.org.uk/jobs

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IM Group Ltd are committed to their success & resources being used as a force for good around the world, in accordance with the owning family's Christian faith & values. IM Group wants every child to be brought up in an environment where they are given the opportunity to reach their maximum potential in life. For more information on IM Group Ltd please visit <https://www.imgroup.co.uk>

Grace Foundation is committed to safeguarding & promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. The position is subject to a satisfactory Enhanced DBS check and references.

