



## JOB DESCRIPTION

**Post:** Executive Director Schools and Early Years

**Hours:** 37 per week

**Salary point:** £97,500

**Responsible To:** Group Principal and Chief Executive

**Post Summary:** To be responsible for the Group's Schools and Early Years strategy and provision

---

### General Duties and Responsibilities:

1. To develop EKC Group's Schools and Early Years strategy;
2. To successfully lead EKC Group's academy sponsorship application;
3. To develop the EKC Schools Trust into a highly regarded Multi-Academy Trust, with academies across East Kent that meet the needs of our local communities;
4. To develop EKC Group's Early Years provision, enabling it to become Outstanding and be the provider of choice for our local communities;
5. To lead on all Schools and Early Years bids, including Local Authority Free School presumptions and DfE Waves;
6. To develop effective partnerships with other trusts, academies, early years settings, and other key stakeholders, securing opportunities to extend the range and quality of Schools and Early Years provision, bringing benefit to EKC Group and our local communities;
7. To promote the Group's Schools and Early Years strategy and successes locally, regionally, and nationally;
8. To oversee the Group's Schools and Early Years provision across EKC Group, working effectively with our Colleges and other Business Units;
9. To be responsible for briefing the Governing Body and the Executive Team on key local, regional and national policy developments and changes;
10. To take a positive senior lead in promoting EKC Group's ethos and values;



11. To be part of the Group's Executive Team playing a full and active role in the achievement of the Group's strategic goals;

**The post holder will be required to work at any location included within the EKC Group's facilities.**

## EKC Group

### Executive Director Schools and Early Years

<b>EMPLOYEE SPECIFICATION</b>		<b>Application</b>	<b>Interview</b>
<b>Skills and Abilities</b>			
1.	Excellent change management skills with the ability to influence and lead culture change	X	X
2.	A creative approach to the development and implementation of strategy		X
3.	Excellent leadership skills and the ability to inspire, motivate and develop staff	X	X
4.	Excellent communication, organisation and presentation skills	X	X
5.	Ability to work under pressure, prioritise and meet tight deadlines		X
<b>Experience</b>			
6.	A minimum of three years in a successful senior management role within the Schools / Early Years sector, with responsibility for strategic level development and implementation	X	X
7.	Experience of developing and submitting successful funding/project bids	X	X
8.	Experience of working at a senior level with stakeholders and partners	X	X
<b>Education</b>			
9.	Educated to degree level or equivalent	X	
10.	Evidence of continuing education and training	X	X