



Director of Learning
Director of Resources

Welcome

Thank you for your interest in a senior leadership role at Camden Learning.

Camden Learning is a local education partnership established in 2017 and jointly owned by Camden Council and Camden's schools. A company limited by guarantee, it was created for the benefit of all our children and schools, with a core focus on school improvement.

We have made good progress in building Camden Learning and developing greater capacity locally for a school-led system. We have a strong relationship with schools and have worked closely with leaders to put the architecture in place to provide stronger and more creative connections between them. Working with and through our school members, Camden Learning has made very good progress and all Camden's schools are currently graded Good or Outstanding by Ofsted.

We work very closely with the Council and value its very active and positive support for Camden Learning. Originally, the commission from the Council focused fairly narrowly on school improvement including support for governors, but over the last few years that has been extended and now encompasses the Camden Learning Centre, which supports schools' computing work, the Camden Music Service, the Camden STEAM Team, as well as Inclusion, Education Welfare Support, Safeguarding, and Health and Wellbeing. We work closely with the Council in other areas too, such as youth justice.

We are looking for two directors to help us build on our current success and lead Camden Learning into its next stage of development. They will be passionate about our purposes and have the drive and skills needed to develop our work quickly and responsively. We are a small organisation so would expect the directors not only to work well together but also flexibly within our team.

The Director of Resources will be responsible for maximising the overall impact of Camden Learning by developing a coherent business strategy. They will need to ensure that Camden Learning is a financially successful organisation that is able to reinvest income into supporting our schools. A strong emphasis on income generation and a creative approach will therefore be crucial but so too will attention to operational detail.

The Director of Learning will have responsibility for developing and embedding our school improvement strategy, ensuring it is targeted to effect the greatest change and support the sustained growth of the partnership. They will also need to manage the full range of school development services. We are particularly interested in applications from candidates with experience of securing impact in school improvement, particularly at secondary level. Both directors will need to have experience of exemplary partnership working and to be able to demonstrate influencing and relationship building skills.

Our member schools are committed to working together for the good of all Camden children, and Camden Learning is the glue that binds them together locally. They have a strong sense of belonging and pride in Camden and its communities, and you would enjoy working with them. Please find out more at <https://starfishsearch.com/appointments/>.

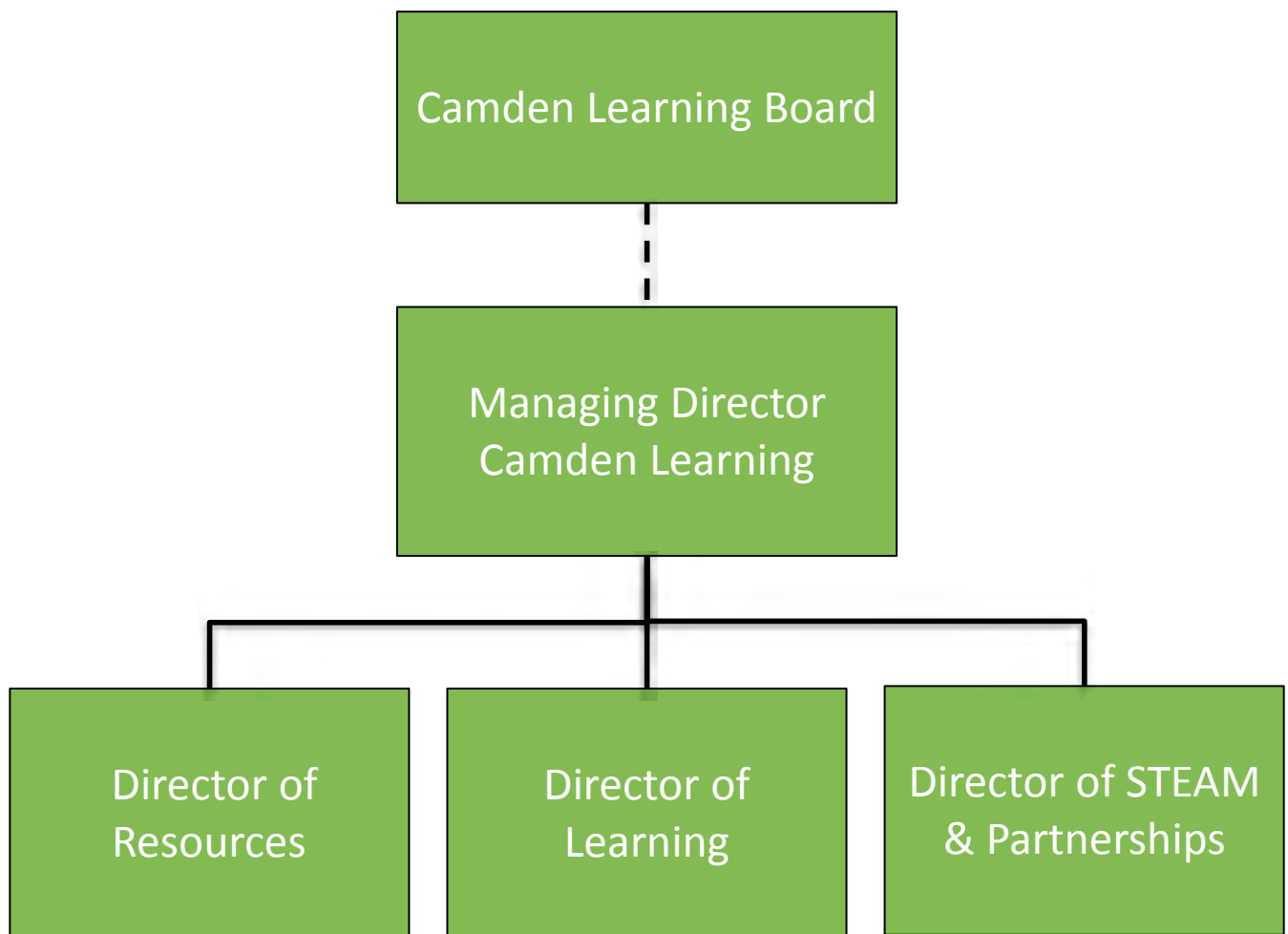
If this information whets your appetite for our work, please get in touch with our recruitment partners Penny Ransley (07549 233685) or Jo Boardman (07834 030 501).

We look forward to hearing from you.

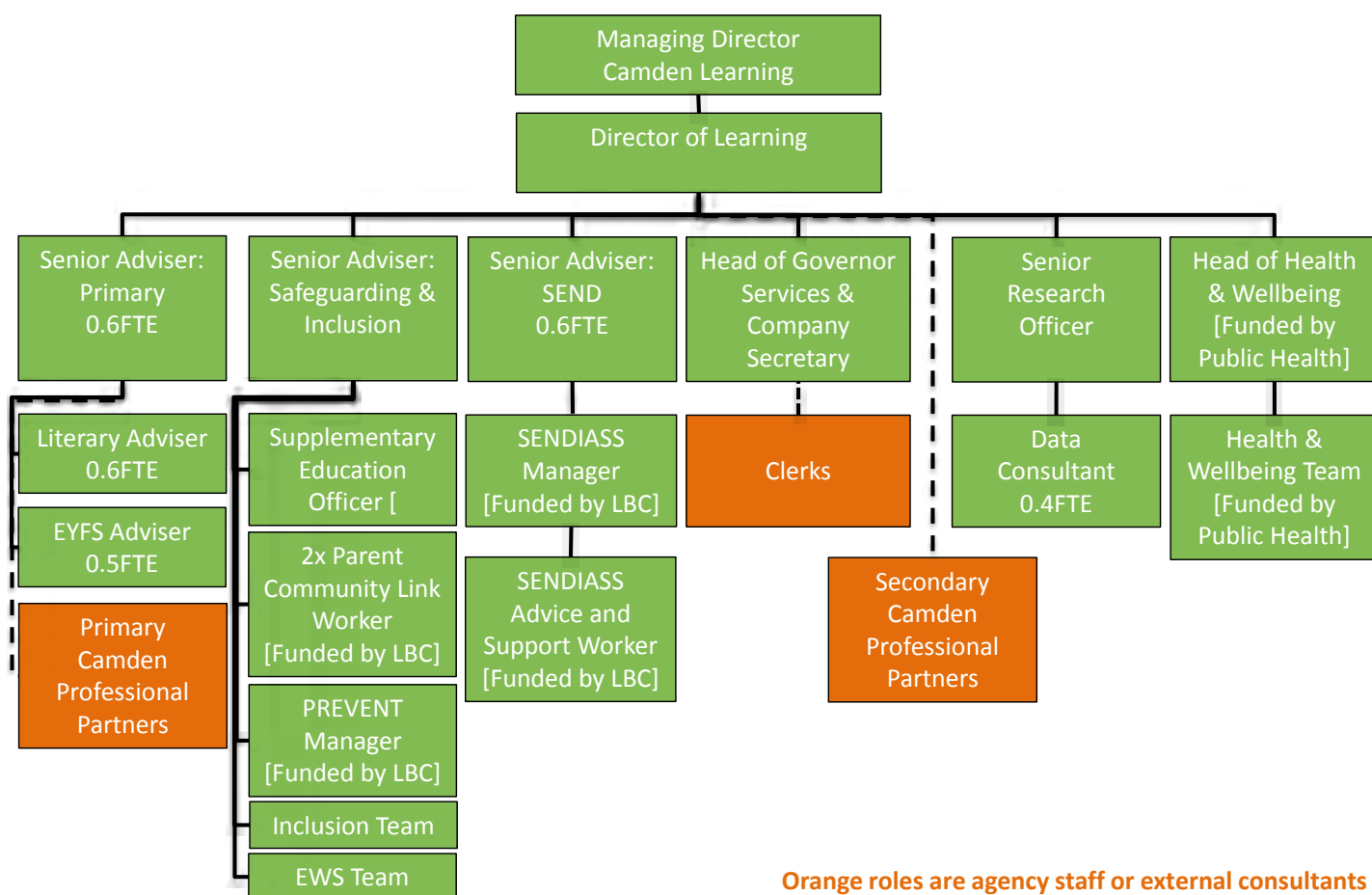
Yours sincerely

Jon Abbey, Managing Director, Camden Learning and Christine Gilbert, Independent Chair, Camden Learning

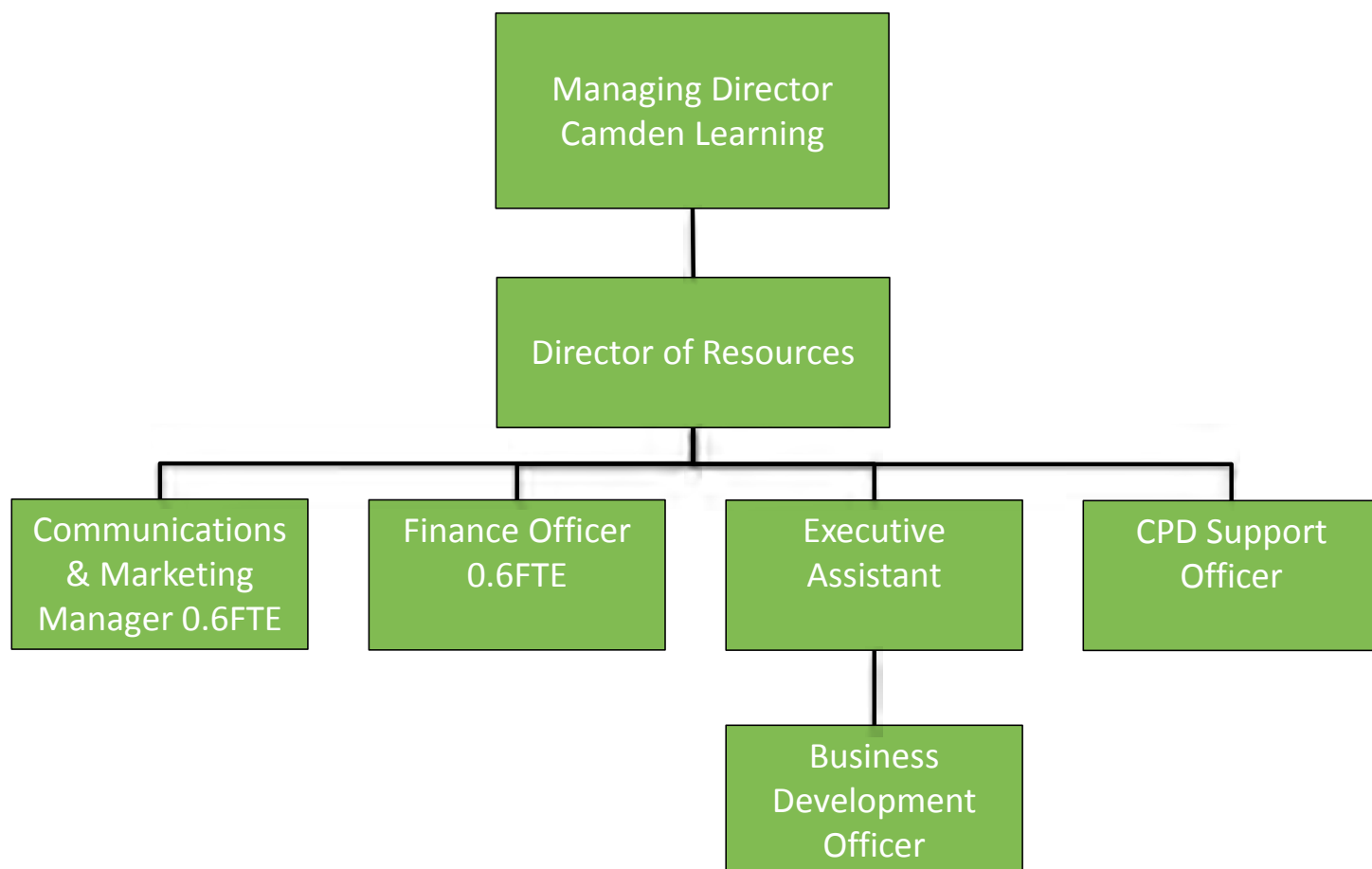
Camden Learning management team structure



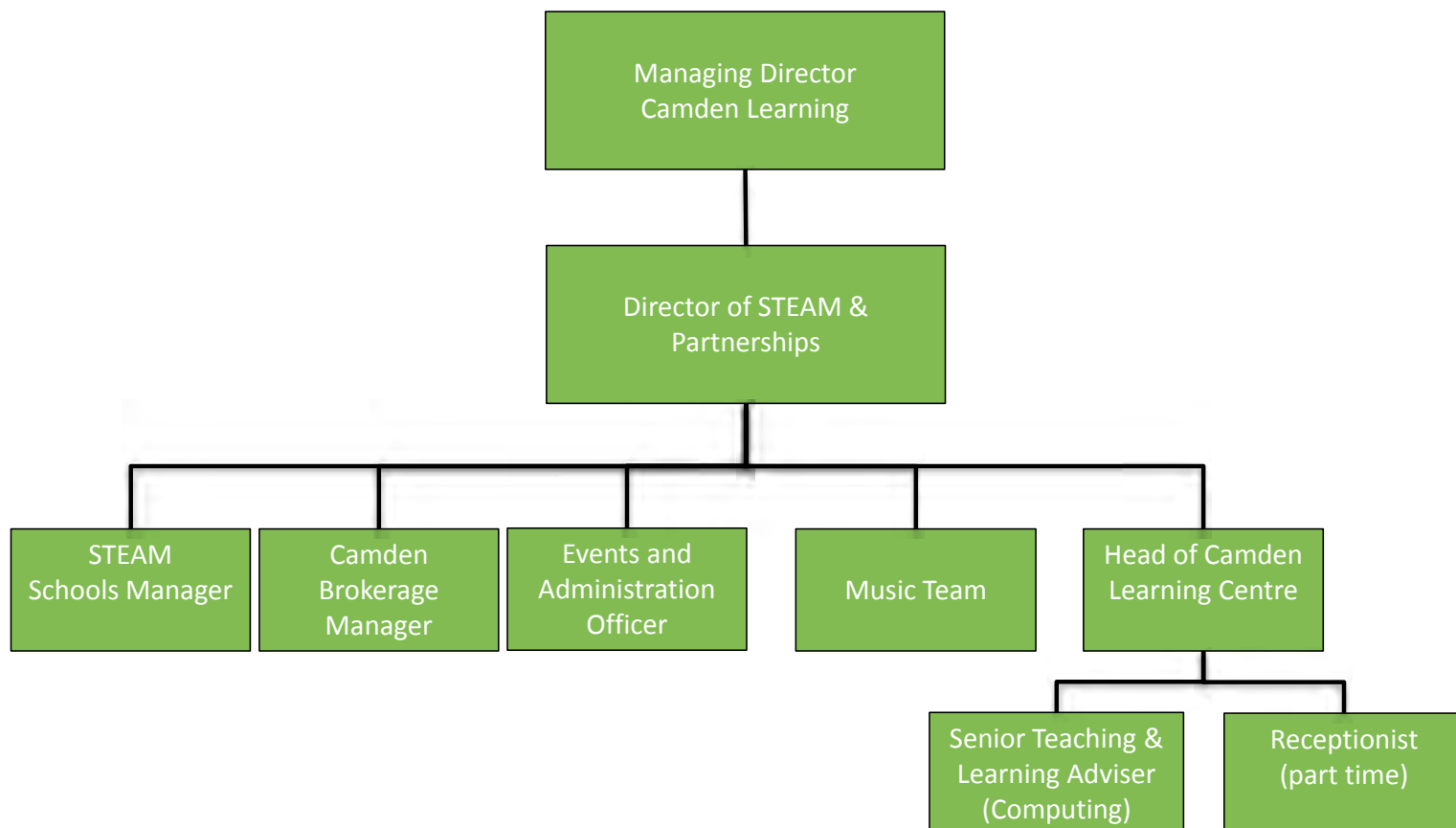
Director of Learning management structure



Director of Resources management structure



Director of STEAM & Partnerships management structure



Director of Learning Role Profile

The Director of Learning will have responsibility for ensuring that Camden Learning's School Improvement and Education Strategy is well designed and targeted to effect the greatest change. This will support the sustained growth of the partnership. The Director of Learning will be responsible for the effective implementation of the strategy, including its review and development. The post holder will play a key strategic influencing role deputising for the Managing Director within the remit of the role and as part of the Senior Leadership Team.

Example outcomes or objectives that this role will deliver:

The Director of Learning will:

1. Ensure that Camden Learning knows each school well and that intelligence gathering:
 - Identifies need, risk and progress, including all schools causing concern
 - Identifies capacity, expertise and opportunity for improvement activities
 - Provides robust challenge to schools' performance
 - Drives forward, entrepreneurial thinking to identify changes and opportunities for improvement and growth
2. Design, negotiate and broker bespoke universal improvement programmes through active partnership work with:
 - Local partnership staff, including Public Health
 - Teaching school alliances
 - Schools
 - Expert individuals including NLEs, LLEs, SLEs and NLGs
 - A range of education and community partnership groups
 - Accredited consultants and external providers
3. Ensure that Camden Learning contributes to the development and provision of a range of strategic and development opportunities which include:
 - Bespoke, targeted and universal programmes with proven impact
 - Lead on design and implementation of the Camden curriculum and the Education Strategy
 - Development and implementation of improvement opportunities through the Post 16 programme
 - School-to-school support for improvement – with a specific focus on the secondary sector
 - Establishment and development of the content of Camden Learning's best practice website
 - Building capacity across schools to strengthen practice
 - Capacity building for self-improving system
 - CPD offers/ Peer reviews: e.g. conferences, focused networking, Leadership briefings, courses and programmes
 - Making best use of kite-marked providers
 - Celebration and dissemination of good practice and lessons learnt
4. Ensure Camden Learning is able to evidence progress and impact through:
 - Reviews of individual programmes
 - Improved educational outcomes and progress
 - Ofsted ratings
 - Staff recruitment and retention
 - Satisfaction ratings from key service users e.g. pupils, parents, teachers and community
 - A national reputation for innovative practice and excellence
 - Sustainable system improvement
5. Build excellent, mutually respected relationships with members and partners in order to ensure constructive and effective joint-working towards improvement.

Director of Learning Role Profile

People Management Responsibilities:

The post holder will directly line manage 6 members of staff, who between them line manage a further 10 staff plus two additional teams. The post holder (and their direct reports) will also oversee the work of a number of contractors (Professional Partners, Clerks, etc.). Please refer to the Organisational Structure Chart below.

Relationships:

The post holder will be responsible for cultivating and maintaining excellent working relationships with internal and external stakeholders at varying levels of seniority including the following:

- Internal members of staff and Education Services (London Borough of Camden)
- External partners such as Ofsted, DfE and Dioceses.

Qualification Requirement:

Essential:

Degree or equivalent professional qualifications

Evidence of continuous professional development

Desirable:

Qualified Teacher – Secondary Leadership experience



Director of Learning Role Profile

Technical Knowledge and Experience:

- Lead and manage Camden Learning's school improvement work, including the leadership and management of the central team;
- Ability to deputise for the Managing Director in line with remit of role when required;
- Create opportunities for staff in schools to work collaboratively and with greater impact;
- Use school and local authority performance data effectively to analyse strengths, identify areas for development and plan improvements, capturing good practice and opportunities for innovation;
- Demonstrate excellent interpersonal, written and verbal communication skills;
- Communicate clearly and appropriately with colleagues;
- Deliver clear messages about performance and standards to a range of audiences, including the Camden Learning board;
- Provide advice on all aspects of education to a range of audiences and deliver face-to-face training to a variety of audiences;
- Promote and support collaboration across CL, including positive team collaboration with CL;
- Seek out and develop new ideas, innovative practice and partnership opportunities;
- Have high expectations and aspirations for children and young people;
- Strive to continue learning from and contributing to the best educational practice;
- Keep abreast of the children's workforce agenda at a national and local level and contribute to the local workforce plan for development;
- Promote joint working across Camden Learning and the Council to achieve the best outcomes for children and young people;
- Explore opportunities to generate additional income for Camden Learning beyond the service level agreement for support;
- Implement Camden Learning's performance management framework, including the management of individual members of staff;
- Demonstrate a commitment to their own personal and professional development and to developing and coaching others;
- Adhere to Camden Learning's policies on equal opportunities and be responsible for the promotion of these policies in every area of work;
- Keep up-to-date with policy and practice related to keeping children safe in education and be proactive in ensuring it is implemented;
- Champion diversity and equality in all aspects of service delivery and people management;
- Commit to the well-being of staff and actively promote Camden Learning's Health & Safety policies;
- Carry out any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours.

Director of Resources Role Profile

The Director of Resources will be responsible to the Managing Director for the development and delivery of all our education support services (acting as the single point of contact): finance; HR; IT; governance; accommodation; communications, and; compliance with relevant authorities. The post holder will be responsible for maximising the overall impact of Camden Learning by delivering a coherent business strategy across the organisation, as well as playing a key strategic influencing role deputising for the Managing Director within the remit of the role and as part of the Senior Leadership Team. The post holder will contribute to key decision making and work across the whole organisation to ensure that we are focusing our activity on where we can have the greatest impact.

Example outcomes or objectives that this role will deliver:

The Director of Resources will:

- Work with the Managing Director and Board of Directors to lead Camden Learning and deliver the strategic plan, prepare the business plan, and develop and implement the commercial/business strategy, taking into account performance improvement objectives, funding projections and other potential events and activities.
- Provide strategic leadership, direction and management of all matters relating to finance, personnel, governance, accommodation, IT and communications in order to ensure high standards and the development of appropriate systems.
- Ensure that Camden Learning and its Board of Directors are able to meet their legal and statutory governance duties and responsibilities, including their effective oversight of the financial health of the organisation and the effective management of risk – liaising closely with the Head of Governor Services and Company Secretary who is responsible for undertaking the administration associated with being a limited company.
- Ensure the development and maintenance of appropriate policies, processes and systems to support the objectives and aims of Camden Learning, including the effective use of financial and staff resources, ensuring compliance with relevant regulations.
- Provide the function as the single point of contact for schools and education services, managing the interface/relationships between the traded services board and the education services, ensuring accountability and value for money to schools.
- Manage the commissioning process of Camden Learning's annual CPD offer, ensuring the company has captured the needs of our stakeholders and members, and implementing systems and processes for feedback and evaluation, marketing and customer service and administration and payment.
- Ensure an invigorating working environment for staff including liaising with Camden Council as the landlord and provide support to the Head of the Camden Learning Centre day to ensure the smooth running of the CLC.
- Liaise closely with the Company Secretary to coordinate practical support in order to deliver Camden Learning's annual cycle of conferences, strategy days, board meetings and AGM and ensure compliance with all reporting requirements to the Charity Commission and Companies House.
- Manage the budget associated with the Business Development Team and any other appropriate budgets as agreed.
- Lead on potential external bids and associated fundraising activities by identifying and winning alternative sources of funds, and maximising the income generation of the Camden Learning Centre.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Camden Learning Management Team.
- Deputise for the Managing Director in all aspects of work that do not require an educational background.

Director of Resources Role Profile

People Management Responsibilities:

The post holder will directly line manage 5 members of staff, with a total responsibility for 8 and matrix management arrangements in place as appropriate.

Relationships:

The post holder will be responsible for cultivating and maintaining excellent working relationships with internal and external stakeholders at varying levels of seniority including the following:

- Internal members of staff across the whole of Camden Learning and with all key school facing teams within Camden Council
- Members of Camden Learning Board and Members of London Borough of Camden
- School staff and Governors across Camden's schools
- External partners such as Ofsted, DfE, Diocese, businesses, and funding organisations

The post holder will need to establish a high level of credibility, visibility and professionalism and manage strong working relationships with internal and external partners, and will need to be able to effectively deputise for the Managing Director.

Qualification Requirement:

Essential:

Degree or equivalent professional qualifications

Evidence of continuous professional development

Desirable:

Qualification in business management, especially within schools.



Role Purpose

Technical Knowledge and Experience:

- Track record of success of senior leadership and strategy development within a comparable organisation;
- Track record of successful leadership of support services and/or multi-disciplinary teams and expertise in one or more areas of finance, HR or governance;
- Experience of efficient and effective budget, financial, risk and resource management to achieve accountability and a strong performance culture;
- Proven success in building effective partnerships and links with internal and external stakeholders;
- Experience and knowledge of the safeguarding agenda and its application in the educational setting;
- Experience of working in an educational setting and an understanding of educational legislation and policy are desirable;
- Well-developed strategic planning capabilities with the ability to work with others to develop a compelling vision for the organisation, underpinned by a strong moral purpose;
- Ability to communicate effectively with a variety of stakeholders, including schools, and be an effective ambassador of Camden Learning;
- Ability to think creatively, to work strategically, and to anticipate and solve problems;
- Proven track record of developing business plans and managing the introduction of new initiatives;
- Ability to prioritise, plan and organise and analyse and process complex information quickly and rigorously, when under pressure acting with decisiveness and determination when dealing with difficult situations;
- Wholehearted commitment to maintaining and developing the ethos of Camden Learning;
- Personal drive and energy to inspire and motivate colleagues and peers;
- A demonstrable ability to build strong, sustainable relationships with all schools and a range of stakeholders, mobilising them effectively in support of a common goal;
- High levels of personal impact and the ability to rapidly command the respect of senior colleagues, Headteachers and external stakeholders;
- Utterly reliable and organised with excellent verbal and written communication skills;
- Flexible with a practical "can do" attitude;
- Seek out and develop new ideas, innovative practice and partnership opportunities.
- Have high expectations and aspirations for children and young people;
- Strive to continue learning from and contributing to the best educational practice;
- Promote joint working across Camden Learning and the Council to achieve the best outcomes for children and young people;
- Explore opportunities to generate additional income for Camden Learning beyond the service level agreement for support;
- Implement Camden Learning's performance management framework, including the management of individual members of staff;
- Demonstrate a commitment to their own personal and professional development and to developing and coaching others;
- Adhere to Camden Learning's policies on equal opportunities and be responsible for the promotion of these policies in every area of work;
- Keep up-to-date with policy and practice related to keeping children safe in education and be proactive in ensuring it is implemented;
- Champion diversity and equality in all aspects of service delivery and people management;
- Commit to the well-being of staff and actively promote Camden Learning's Health & Safety policies;
- Carry out any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours.

Terms of Appointment

Probation Period

You will be employed initially for a three-month probationary period but Camden Learning reserve the right to extend this period to six months. Employment can be terminated at any time during the probationary period with a minimum notice of 4 weeks on either side.

Notice Period

After satisfactory completion of the probationary period, the contractual notice period is three months.

Continuous Service

No continuous service arrangements are in place at Camden Learning

Conditions of employment

We expect disclosure of the following:

1. dismissal from any previous employment by reason of misconduct and/or gross misconduct and/or because of allegations relating to safeguarding;
2. the termination of or resignation from any previous employment in the context of disciplinary allegations having been made against them even where any such disciplinary process had not yet concluded at the point of termination/resignation;
3. any suspension from work by a previous employer in the 12 months before the Commencement Date;
4. any disciplinary sanctions made, or any formal capability process invoked in the 12 months before the Commencement Date.

Pay & Remuneration

- Progression through the pay range is determined in accordance with Camden Learning's annual pay policy
- Salary is paid two weeks in advance and two weeks in arrears on the 15th of each month.
- A salary level or allowance in one year does not guarantee a salary increase every year.

Sick Pay

Company sick pay scheme is detailed in the staff handbook but allows for two weeks basic full pay and two half weeks half pay in a rolling year.

Training and Professional Development

Camden Learning provides support and time off for staff to undertake continuous professional development. Many different activities can qualify as CPD, it is not restricted to formal or technical training courses. Camden Learning recognise the relevance of other methods of learning especially for example peer group learning and shared experience. The Camden Learning approach to CPD also recognises the need for both professional and personal development in advancing the careers of individuals in support of our strategy of organisational growth.

Terms of Appointment

Working Hours

The full-time standard hours of work are 36 a week, Monday to Friday but with the expectation that you may be required to work additional hours as are necessary.

Annual Leave

The leave year is from 1 September to 31 August. Annual leave entitlement for full time working is 25 working days plus public holidays. Leave taken during school term-time requires the written permission of the Managing Director of other Company Director.

Work environment

The Camden Learning work and governance culture and environment will be inclusive and celebrate the value of diversity in creating an effective organisation. No member of staff or the Board will be treated differently on the basis of any of the protected characteristics nor their socioeconomic background or status. All individuals will feel able to challenge where they feel this has not been the case.

Grievance and disciplinary procedures

We renounce all forms of harassment and discrimination and will maintain grievance and disciplinary procedures to deal effectively with any instances.

Data Protection & Privacy Notice

All Camden Learning employees are legally required to sign the Company Privacy Notice.

Duty to Report Investigations

Staff are obliged to report if they are under investigation to the MD e.g. if they have been referred to the Disclosure Barring Service or the Teachers Regulation Agency; if they have been arrested, cautioned or convicted.

How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultants Penny.Ransley@starfishsearch.com or Jo.Boardman@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/camden-learning/> or <https://starfishsearch.com/jobs/camden-learning-resources/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides)
- A supporting statement that sets out why you are interested in this appointment and the experiences and qualities you believe you can bring in order to be successful in post.

Closing date

22nd March 2021



Detailed Links/PDFs

Click on the links below to view more detailed information



