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# JOB DESCRIPTION

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| Job Title  | Head of Leadership Development  |
| Salary Range  | £40,100 - £47,470 |
| Actual starting salary | £40,100 |
| Work Pattern | Full-time |
| Duration | Permanent |
| Location | Hybrid working (with regular travel within Wales and beyond) |
| Closing Date | 30 June 2022 |
| Interview Date | 13 July 2022 |

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| Purpose of Post / Pwrpas y swydd: |
| The National Academy for Educational Leadership was established in 2018, under the Companies Act 2006. As an arm’s length body, its primary role is to fulfil its responsibilities set within the context of the Welsh Government’s strategic aims. Its main purpose is to:* Contribute to the development of the professional capabilities of current and aspiring leaders across the education system by providing coherence and quality assurance for the range of educational leadership development opportunities available in Wales
* Act as a thought leader; developing, articulating and implementing a vision and strategy for educational leadership in Wales
* To be a respected and active member of the education middle tier, the first point of contact for the educational workforce regarding leadership matters.

 The National Academy for Educational Leadership is a central feature of the education reform journey set out in Education in Wales: Our national mission, where it is identified by Welsh Government as a key driver of Enabling Objective 2: Leadership working collaboratively to raise standards.The **Head of Leadership Development** will provide a key role in the National Academy for Educational Leadership. They will have significant responsibilities for internal and external stakeholder management and liaison and will contribute significantly to the thinking and decision-making which takes place in both strategic and operational planning.The **Head of Leadership Development** will work closely with and report to the Director for Leadership Development and Quality Assurance, taking forward the Leadership Academy’s vision in four strategic areas:1. Quality Assurance:

 A comprehensive range of high quality, equitable and innovative professional learning and development opportunities are accessed by all educational leaders1. Innovation

Educational leaders create and sustain a true innovation culture and develop new approaches to leadership1. System Leadership

Effective system leadership drives self-improvement1. Leadership Development

Leaders are empowered, inspired and motivated |
|  Key Tasks |
| 1. Quality AssuranceWorking with stakeholders to promote and lead on issues relating to endorsement and monitoring in line with the aims and objectives of the AcademyImplementing appropriate strategies to ensure that the Leadership Academy reaches the widest possible range of leadership providers and is endorsing provision that over time will address the needs of all those with leadership roles across the education systemLead the recruitment process for all quality assurance panels and support the training for panel membersLead the endorsement and monitoring process ensuring effective communication with providers, Chair and panel members throughout2. Innovation* Lead and develop the Innovation Pathway Fund process to support new and innovative approaches to leadership development.
* Lead on the development of innovation workshops that stimulate innovative thinking and action among educational leaders.

3. System LeadershipBe the key point of contact for the Associates in their work with the Leadership Academy including:Lead the annual recruitment and selection process for appointing AssociatesIdentifying key areas of work for each Associate according to interest and needProviding Associates with access to events and conferences and supporting them in representing the Leadership Academy at such events* + Lead and develop the process to demonstrate the measurable impacts of the Associate role on the education system beyond their own organisations

4. Leadership Development* Lead the development of a variety of leadership learning opportunities for practitioners which allow all educational leaders in Wales to meet, reflect and discuss issues, ideas and actions
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| Key Competencies |
| 1. Seeing the big picture: an in-depth understanding and knowledge of how the role fits with and supports organisational objectives and the national interest.
2. Changing and improving: take initiative, be innovative and seek out opportunities to create effective change.
3. Leading and communicating: providing purpose and direction with clarity, integrity and enthusiasm.
4. Collaborating and Partnering: working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the National Academy for Educational Leadership
5. Achieving outcomes: maintaining a long-term focus in all activities and having a financial and sustainable mindset
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| Development Opportunities  |
| The role of the National Academy for Educational Leadership is crucial to the delivery of objectives within “Education in Wales – Our National Mission” and this leadership role presents an exciting opportunity for the right individual to support the growth and development of the organisation and make a real difference to the education community in Wales.The role will provide an extensive range of opportunities for development including:* Engagement with educational leaders and leadership learning across Wales and beyond
* A deeper understanding of highly effective leadership development provision and how to design, develop and deliver it
* An understanding of strategic system leadership through working closely with the Associates
* The opportunity to engage with a wide range of stakeholders in building the profile of the National Academy for Educational Leadership in Wales and internationally
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| Welsh Language Requirements  |
| The ability to communicate through the medium of Welsh is desirable for this role |

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| Job Specific Criteria  |
| 1. Proven track record of leading others and their performance, resources and projects to ensure effective delivery
2. Demonstration of significant responsibilities for internal and external stakeholder engagement and liaison
3. Detailed understanding of education policy in Wales and beyond
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For information and to apply, visit <https://nael.cymru/current-vacancies/>