



Department
for Education



Oak
National
Academy

Chair of the Board of Oak National Academy

Candidate information pack



WELCOME



Thank you for your interest in becoming the Chair of the Board of Oak National Academy.

A high-quality curriculum is hugely important, as it enables children from all backgrounds to receive the best education possible. Every child should benefit from a broad, ambitious, knowledge-rich curriculum, taught by highly skilled teachers. This is essential to the task of spreading opportunity and levelling up. It is crucial that every school has a well-designed and well-sequenced curriculum, which ensures that children build knowledge in a broad range of subjects before going on to specialise after the age of 16, developing the skills for further education and training.

So, building on the success of Oak National Academy's work during the pandemic, the Government has established a new Non-Departmental Public Body (NDPB), working independently of government and collaboratively with the education sector. It will work with thousands of teachers to co-design, create and continually improve packages of optional, free, adaptable digital curriculum resources and video lessons.

These optional resources will align with the curriculum in England, helping teachers deliver a high-quality curriculum. This sector-led approach will draw on expertise and inputs from across the country, involving teachers, schools, trusts, subject associations, national centres of excellence and educational publishers. A collection of stretch materials will also be developed, aimed at pupils across the UK.

We are seeking to appoint an outstanding individual with senior leadership experience in the education or training sector, to lead the Board of the new NDPB. You will be a strong strategic thinker, who is committed to, and understands the importance of, a knowledge-rich curriculum and who can shape the direction of the new body as it establishes itself in the education sector. You will also be an exceptional communicator, who can build strong working relationships with Oak's executive and with organisations across the education landscape. This is a unique and exciting opportunity to ensure that the new NDPB achieves its mission: to improve pupil outcomes and close the disadvantage gap by supporting teachers to teach and enabling pupils to access a high-quality curriculum.

My Department is focused on equality of opportunity and I am committed to ensuring that public appointments better represent the views of the communities which they serve. I particularly encourage applicants from under-represented groups, those based outside London and the South East and applicants who have achieved success through non-traditional educational routes.

If you want to support Oak National Academy in delivering its aim to help schools and teachers deliver a high-quality curriculum, and you have the skills and experience we are seeking, I hope that you will apply. If you wish to have an informal and confidential discussion about this appointment, please contact Jenny Oldroyd/Stuart Miller, Directors of Curriculum and General Qualifications Directorate (Jobshare.OLDROYD-MILLER@education.gov.uk).

Yours sincerely,

Rt Hon Gillian Keegan MP
Secretary of State for Education



Building on the Government's 2014 reforms to the National Curriculum, a new NDPB to empower teachers, embed best practice and enrich schools' approaches to curriculum has been established. The NDPB will exemplify high-quality curriculum design to support teachers across England with their lesson planning and teaching.

Oak National Academy was created in April 2020 by a consortium of volunteers from the education sector as a rapid response to the coronavirus pandemic, which led to schools being closed to the majority of pupils. Since its launch, more than 40,000 online resources have been developed, with video lessons in a broad range of subjects from Reception up to Year 11. Specialist content for pupils with special educational needs and disabilities (SEND) is also available. Building on this success, we have established Oak as a new NDPB, working independently of government and collaboratively with the education sector.

Oak National Academy:

- Works with schools, teachers, and the wider education system across England to create, develop and support the use of free, optional, high-quality and knowledge-rich full curriculum packages that are available to teachers and pupils through a robust, accessible digital education platform.
- Provides a national contingency for remote education should it be needed in the event of disruption.
- Will oversee the sharing of new, improved resources, that will be created through partnerships with a diverse range of educational suppliers, selected through an open procurement process.
- Will provide a package of connected stretching materials for teachers and pupils through the same digital education platform that is available across the four nations and draws on content and expertise from all areas of the UK.
- Aims to establish itself as a high performing, well respected sector organisation that: maintains a 'by teachers for teachers' approach; contributes to the growing understanding of curriculum best practice; is strategically aligned with, but operationally independent from, government; and delivers excellent value for money.

Curriculum design is complex, and we want Oak to share the very best practice so that teachers can draw inspiration from examples of evidence based, carefully sequenced curriculum design that can be used or adapted as required. This will help reduce workload so that teachers can concentrate on delivering lessons, creating new resources only when there is a reason to do so.



ABOUT THE ROLE

The Oak National Academy Board provides governance to the organisation. It provides leadership and direction to the executive, setting strategic aims and standards.

The Oak National Academy Chair will:

- Set the strategic direction of Oak National Academy and its Board to ensure that the NDPB can achieve its objectives and purpose as agreed by the Secretary of State, whilst balancing this aim with operational independence.
- Promote the efficient and effective use of staff and other resources.
- Represent Oak National Academy and its Board both internally and externally, maintaining the confidence of the education sector and sustaining a broad range of stakeholder relationships. This includes acting with propriety, being politically impartial and consideration of conflicts of interest.
- Provide for the induction, training, objectives and performance assessment for all members of the Board so that it has the knowledge and expertise to direct the NDPB's business effectively.
- Act as a point of contact between ministers and the Board.
- Ensure that the Board Operating Framework is in place and adhered to; setting out the role and responsibilities of the Board consistent with and adhering to the Government Code of Good Practice for Corporate Governance.

The Chief Executive is responsible for developing and implementing the strategy and aims of the NDPB, in close consultation with ministers, the Chair and the Board. They also serve as the Accounting Officer, being responsible to parliament for safeguarding public funds and ensuring value for money for the taxpayer. An effective working relationship between the Chair and the Chief Executive, with close and regular liaison on a range of matters, is essential. The role of the Chair is to support, guide and where necessary challenge the Chief Executive in their leadership of the NDPB and ensure that the organisation operates effectively and efficiently, within its remit, and meets its objectives for the education sector. The Chair and Chief Executive should consult on all significant, strategic or potentially contentious issues as they arise.

The Board comprises at least five and not more than eleven members (currently eight, including two Executive Directors). There will be a minimum of four board meetings per year. Board meetings will be held flexibly either virtually or in person where this is beneficial. Meetings are held between normal working hours, Monday to Friday. Meeting length will vary according to the agenda but meetings are usually between 2-3 hours in duration.



EQUALITY AND DIVERSITY

The Department for Education is focused on equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. Applications from under-represented groups are encouraged, as well as those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.

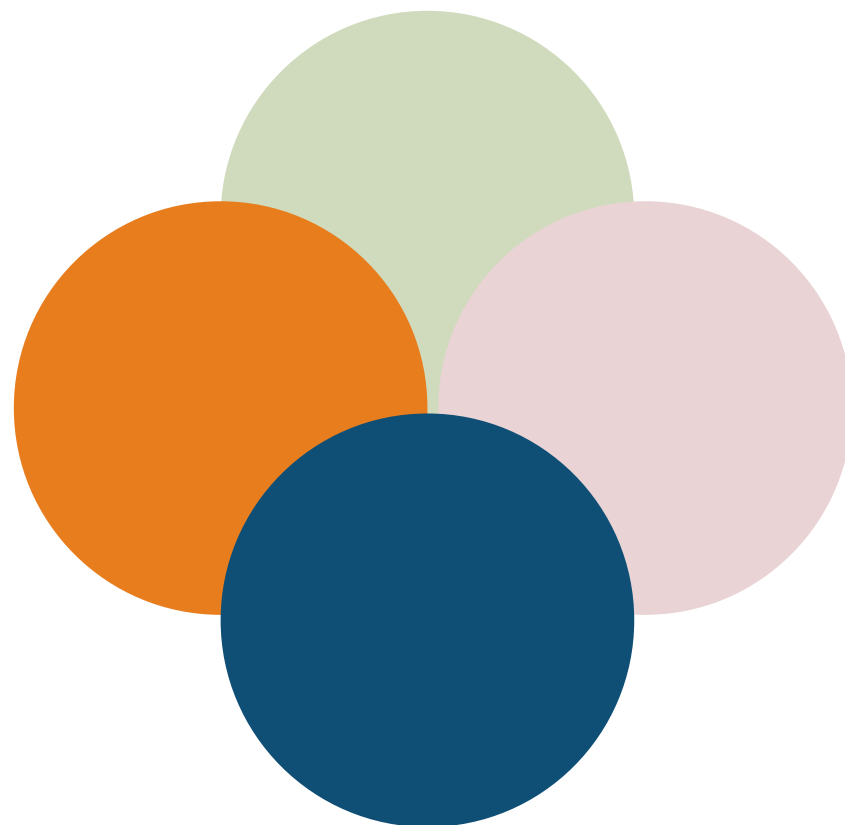
In 2018 the Department launched a five year strategy to create a department where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. The Department is recognised by leading diversity organisations for promoting diversity in the workplace. The Department wants to ensure that any appointee to the Department's Arm's Length Bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

CHAMPIONING SOCIAL MOBILITY

The Department champions social mobility in all its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK. The Department is committed to embedding this principle into its recruitment and public appointments and expects all its leaders, including in Arm's Length Bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

DISABILITY CONFIDENT

The Department is a member of the Government's Disability Confident scheme and has achieved Disability Confident Leader status, signifying its role as a champion of the scheme. Along with other like-minded employers, the Department uses the Disability Confident symbol to show its commitment to good practice in employing people with a disability. The Department asks that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only in order to ensure that it is recruiting from the widest possible pool. The information you provide will be held by the Public Appointments team and not shared with the selection panel.



WHO WE'RE LOOKING FOR

PERSON SPECIFICATION

The successful candidate must be able to demonstrate the following **essential** criteria:

- A proven track record of exceptional leadership resulting in successful delivery of strategic outcomes.
- Senior Board level experience of providing strategic direction, facilitating effective decision-making, driving delivery and governance oversight in a high-profile and complex environment.
- Strong communication skills with outstanding ability to influence and build effective relationships with stakeholders across the education landscape, including ministers.
- Experience at senior leadership level in the education sector and an understanding of the broader education landscape.
- Experience of designing, implementing and/or advising on a knowledge-rich, evidence-based curriculum to achieve positive educational outcomes, including knowledge of the 2014 National Curriculum reforms.

In addition, the following is **desirable**:

- Experience as a non-executive Board member or Chair of an Arm's Length Body board or equivalent.



HOW TO APPLY

The closing date for applications is: 11.00pm 7th February 2023

Information on the timetable for this campaign, selection process and the Advisory Assessment Panel can be found on the Centre for Public Appointments website: [Search and apply – Apply for a public appointment – GOV.UK \(apply-for-public-appointment.service.gov.uk\)](#)

Please submit the following documents by email to:

Oak.PUBLICAPPOINTMENTS@education.gov.uk.

1. A candidate application form.
2. A completed evidence template - you will need to demonstrate clearly how you meet each of the essential criteria (max 300 words per criterion – if this is exceeded only the first 300 words will be considered).
3. A CV no more than two sides of A4 in Arial font 12.
4. A diversity monitoring form.

Please include 'Oak National Academy Board application' in the subject box and submit each document as a separate attachment.

The Department is happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form.

If you would like to have a chat with us about reasonable adjustments, please contact us at: Oak.PUBLICAPPOINTMENTS@education.gov.uk

Please note the following:

- The Department cannot accept applications submitted after the closing date.
- Applications will be assessed solely on the documentation provided; please refer to the advert and checklist above to ensure you have provided everything requested.
- Applications will be acknowledged upon receipt.
- The Department cannot provide feedback at application stage; feedback will only be given to candidates unsuccessful following interview.
- If a large number of applications is received, a preliminary sifting exercise will be conducted. You should be aware that in this situation, your application might not be considered in full by all the members of the panel.
- For successful candidates invited to interview, the cost of a standard travel ticket to the venue will be reimbursed. If the interview cannot be attended in person, a remote option will be available.



TERMS OF APPOINTMENT

The initial appointment will be for a period of three years, commencing September 2023.

The Secretary of State may recommend that the appointment be renewed at the end of the first period of office, subject to consistently good performance. There should therefore be no expectation of automatic reappointment. The maximum total term is 9 years.

Time requirement

The Chair is expected to commit no more than one day per week to carrying out their duties. This time commitment is expected to be used flexibly i.e. Board activities may amount to more than one day in one week and less in another.

Remuneration

£420 per day for a maximum average time commitment of 1 day per week.

Location

Remote with travel to other locations as required.

Expenses

Reasonable expenses properly and necessarily incurred will be reimbursed in line with Oak National Academy's expenses policy.

Pension

The post is not pensionable.

Conduct and Standards in Public Life

Members of the Board, including the Chair, are expected to demonstrate high standards of corporate and personal conduct and are required to adhere to the code of conduct for Board members and demonstrate a sound understanding of and commitment to the principles of public life. The code of conduct and principles of public life can both be found here:

[Code of conduct for board members of public bodies – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies)

[The Seven Principles of Public Life – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)

Eligibility

This is a non-executive public appointment by the Secretary of State for Education and is subject to routine security clearance.

Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

- People who have received a prison sentence or suspended sentence of 3 months or more in the last five years.
- People who are the subject of bankruptcy restrictions order or interim order.
- In certain circumstances, those who have had an earlier term of appointment to another public body terminated.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.
- Anyone who have been removed from trusteeship of a charity.

Conflicts of interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of Oak National Academy's business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of Oak National Academy. If the selection panel is concerned that such interests may affect the independence or perceived independence required for this role, they will discuss their concerns with you if you are invited for interview.

Political activity

In accordance with the recommendations of the Committee on Standards in Public Life (the Nolan Committee), candidates must declare any significant political activity in the past five years. This information will be used for monitoring purposes. If your application is successful, the information may be released into the public domain.



PRINCIPLES OF PUBLIC LIFE

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way.

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.



HOW TO COMPLAIN

Please contact the Department for Education's Free Speech team if you would like to make a complaint regarding your application at fos.BILLTEAM@education.gov.uk

We will acknowledge your complaint upon receipt and respond within 15 working days.