**LEARNING ACCORD MULTI ACADEMY TRUST**

**Partnership Promoting Excellence**



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**Academy Improvement Officer**

**Application Pack**

**February 2018**

**LEARNING ACCORD MULTI ACADEMY TRUST**

**Academy Improvement Officer**

**Learning Accord Multi Academy Trust are looking to appoint a talented individual as an Academy Improvement Officer.**

**The post is part time (0.6FTE) and a 1 year fixed term contract in the first instance. There may be flexibility to increase hours and extend the contract for a suitable candidate subject to future funding. The post could be offered as a possible secondment opportunity subject to agreement with current employer.**

**Dear Applicant,**

Thank you for the interest that you have shown in the post of Academy Improvement Officer within the Learning Accord Multi Academy Trust. In this pack you will find the job description, and person specification for the Academy Improvement Officer Role.

You can access further information about the Trust from our website [www.learningaccord.org](http://www.learningaccord.org) including details of our school improvement strategy, business plan and growth strategy.

The Learning Accord Multi Academy Trust was established in March 2017, with three founder converter academies from within the Kirklees Council area. The Trust has been approved as an approved DFE sponsor and a further sponsored Academy will join the Trust in March 2018.

Amongst our academies we have a team of talented, professional and caring teaching and support staff, committed local governing bodies and a skilled and proactive board of trustees. We place high emphasis on staff development and support and the successful applicant will join our small but supportive central MAT team.

As our Multi Academy Trust grows we are now looking to build further capacity within our leadership team. I believe that this post offers an exciting and developmental opportunity for the right candidate who has exceptional leadership and management skills and a people focused, caring approach to school improvement.

At the heart of this role will be working alongside our sponsored academy Helme Church of England Academy to drive the school improvement process; supporting academy leaders, teaching and support staff to secure improved outcomes for pupils. The successful candidate will play a significant part in shaping the future of the organisation.

Thankyou once again for your interest in the Learning Accord Multi Academy Trust.

With Very Best Wishes,

**Elaine Watson**

**CEO & Executive Headteacher**

**Introduction**

The Learning Accord Multi Academy Trust is an inclusive trust which welcomes church and community schools and celebrates diversity and distinctive context.

We recognise that for our learners, life chances are formed throughout their primary education. Our responsibility is to celebrate each child’s talents and build upon each child’s experiences to ensure that they make the progress that they deserve. Our aim is that all will flourish and achieve the highest standards.

The Board of Trustees of the Learning Accord MAT is committed to ensuring a high performing multi academy trust that delivers the very best educational experience for pupils at all of our academies. The Trust aims to respond to the changing educational landscape as more and more schools convert to academy status.

The core purpose of the Trust is to maintain good and outstanding schools and ensure the rapid improvement of schools which need support to become good or outstanding. The Trust will act as the sponsor for any Church school within the Anglican Diocese of Leeds, or local community school who wishes to become an academy. Similarly, the Trust will welcome Church or community schools which are being directed to become sponsored academies by the Department of Education.

**Contact Details:**

Learning Accord Multi Academy Trust

Scissett CE Academy

Wakefield Rd

Scissett

HD8 9HR **Tel: 01484 861488**

[**ceo@learningaccord.org**](mailto:ceo@learningaccord.org)

[**www.learningaccord.org**](http://www.learningaccord.org)

**Learning Accord Academies:**

**Scissett Church of England Academy**

A National Teaching School & National Support School

Scissett is the home of the Yorkshire Anglican Teaching School Alliance.

Age Range 5-10 (YR to Y5). Ofsted Rating Outstanding in April 2014.

SIAMS rating Outstanding in 2014 (predecessor school Scissett CE (A) First School).

Website <https://www.scissettceacademy.org>

**St Aidan’s Church of England Academy**

Age Range 5-10 (YR to Y5).

Ofsted Rating Good in January 2016.

SIAMS rating Outstanding in 2016.

Website [www.saintaidans.org.uk](http://www.saintaidans.org.uk)

**Skelmanthorpe Academy**

Age Range 3-10 (N to Y5).

Ofsted Rating Requires Improvement in March 2016.

HMI Monitoring Section 8 monitoring visit September 16 judged senior leaders and governors are taking effective action to tackle the areas requiring improvement. Website [www.skelmanthorpepri.kgfl.dbprimary.com](http://www.skelmanthorpepri.kgfl.dbprimary.com)

**Helme Church of England Academy**

Age Range 5-11 (YR to Y6)

Ofsted Rating Inadequate in January 2017

Website <https://www.helmeschool.com>

**Learning Accord Vision, Mission and Values**

**Partnership Promoting Excellence**

**Our Vision:**

* Church of England schools working in partnership with community schools
* Preserving Distinctive Context for church and community schools
* Commitment to achieving excellence for all pupils so that they can meet their full potential

**Our Mission:**

* To support and encourage the work of academies in Learning Accord Multi Academy Trust; promoting school improvement to ensure high standards for our pupils.

**Our Values:**

* To ensure all Learning Accord academies are centres of excellence with a focus on nurture and achievement for all
* To develop a strong culture of professional development amongst our teaching and support staff, building on personal strengths and providing effective support for career development
* To promote high quality teaching and learning and effective support for pupils of all abilities in the pursuit of outstanding progress and attainment
* To ensure Learning Accord academies welcome and celebrate diversity and provide a particular vocation to the least advantaged to enable all pupils to maximise their life chances
* To have high aspirations for all pupils and staff, based on our educational heritage and culture making best use of research, pedagogy and child development

**Governance Structure of Learning Accord Multi Academy Trust**

Members (5) including

* Chair of Trustees
* Diocesan Director of Education
* Bishop of Huddersfield

Finance Committee

Board of Trustees

9 Trustees including

CEO/Executive Headteacher

Audit Committee

Standards and Effectiveness Committee

Pay, Performance and Personnel Committee

Academy Local Governing Bodies

Chief Executive Officer/Executive Headteacher

Academy Headteachers

**How to Apply**

Applicants are warmly invited to visit and discuss the post in further detail.

Please complete the separate application and monitoring form. In addition, please submit a statement of no more than 2 sides of A4 in which you outline your strengths and expertise and your suitability for the post.

Closing Date:23rd March 2018 at Midday.

Applications should be marked for the attention of the CEO Elaine Watson.

Applications may be made by email if desired to: [ceo@learningaccord.org](mailto:ceo@learningaccord.org)

Interviews will take place on 17th April 2018.

**Our Offer**

* Learning Accord Multi Academy Trust provides excellent staff development, coaching and mentoring opportunities
* **Pension** – All Learning Accord Employees have access to the Teachers Pension Scheme or Local Government Pension Scheme.
* **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
* **Continuing Professional Development** – Learning Accord Employees are provided with a range of bespoke professional development opportunities for further career progression:
* Access to relevant training provided through the Yorkshire Anglican TSA
* Access to appropriate National professional qualifications where appropriate
* Bespoke CPD opportunities

**LEARNING ACCORD MULTI ACADEMY TRUST**

**Job Description:**

**Job Title:** **Academy Improvement Officer** **(Part Time)**

**Salary Range:** **L10- L14 Pro Rata 0.6 FTE** (dependent upon experience and including performance pay)

**Responsible to:** The CEO

**Accountable to:**  The CEO & The Academy Trust Board

**Main Responsibility:**

The School Improvement Officer will be an outstanding leader, with a successful track record and significant experience of direct school improvement. The School Improvement Officer will:

* Articulate the vision, values and ethos of the Learning Accord Multi Academy Trust.
* Work closely with the CEO, the Board of Trustees and individual academies to support the school improvement process.
* Implement effective strategies for school improvement at the individual academy level to drive outstanding attainment and progress for all pupils
* Work with senior leaders to monitor, evaluate and report school performance
* Be committed to working with senior leaders to create a culture of excellence across all Learning Accord Academies.
* Challenge and support school leaders and staff to improve the performance, progress and wellbeing of pupils
* Secure commitment and engagement across the Trust, creating a collaborative learning culture of high expectations, creativity and aspiration through the development of MAT Networks and hubs
* Have accountability for all aspects of Teaching and Learning and Standards across the Trust; providing dynamic and strategic direction and leadership across the Trust academies

**Main Duties**

* Take shared responsibility for the development and rapid improvement of nominated academies in the Trust, or academies joining the Trust.
* Work with each academy individually, in and across local partnerships to secure high quality provision and best value with a sustained focus on outstanding progress for all pupils
* Critically evaluate and report on each academy’s performance, providing thorough notes of visit with clear recommendations and action points.

**Strategic**

* Implement the Trust school improvement strategy to enable Trust academies to achieve excellence
* Support self-evaluation and improvement plans of all Learning Accord Academies.
* Be proactive and drive the strategic priorities ensuring that the Trust strategic plan is fully aligned and in tune with the local academy plans.
* Maintain an outward facing role with Academy local communities to strengthen relationships, secure further development and support the individual academies within the Learning Accord Multi Academy Trust
* Ensure strategic plans identify targets to secure rapid academy improvement, in line with the Ofsted criteria, supporting schools effectively before and during the Ofsted inspection process
* Ensure regular and effective communication with the Trustees, Local Governing Body and Senior Leaders, to enable the Board of Trustees to meet its responsibilities

**Leadership and Management**

* Provide inspirational, dynamic, consistent and motivational leadership, creating a culture of constant improvement to secure the educational and personal development of all pupils in line with each academies individual ethos and values
* Ensure performance targets are achieved including review of provision and impact for the most disadvantaged pupils and those in vulnerable groups
* Secure the commitment of parents and the wider community to the vision and direction of the academies and the Trust
* With the CEO and Trustees, develop, implement and review Trust level policies to achieve the Board’s stated objectives
* Lead data review and strategic analysis to ensure the effective capture of all Trust level and academy level data to meet statutory and legislative standards
* Support individual academies with approaches to managing behaviour to create harmonious learning environments and good relationships
* Carry out Headteacher Performance Management processes in individual academies as required

**Resources / Change Management**

* Work with senior leaders to develop and effectively and efficiently manage learning environments, resources (people / assets / finances) and facilities of each academy within the Trust;
* Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning
* Proactively respond to the demands of changing legislation, new initiatives and changing practice
* In line with the agreed Trust Scheme of Delegation - develop, empower and motivate senior leaders within the Trust; and support local academy recruitment and staff development where appropriate.

**Teaching & Learning / School Improvement**

* Have responsibility for developing and leading the process of school improvement across the Trust, providing quality assurance and accountability; underpinned by rigorous and robust data analysis and target setting
* Set high professional standards and ensure the education vision is understood and embraced
* Implement and co-ordinate regular Academy Network meetings; to implement Trust wide policies and strengthen practice
* Provide effective school to school support, ensuring adherence to the Trust’s agreed criteria for quality, including evidence of effectiveness and impact.
* Engage with the Anglican Diocese of Leeds, LA’s and Ofsted to monitor & review progress towards identified Academy areas for improvement.
* Develop leadership capacity at all levels, through coaching and other appropriate means for the common good of the schools across the Trust
* Support each academy to establish strong middle leadership roles within a distributed leadership structure to enable effective school to school support
* Ensure staff across Learning Accord academies have opportunities for career development and develop processes to grow talent for the good of the Trust
* Maximise the opportunities for sharing of good practice, and development of innovative practice.
* Provide advisory support to other academies as required

**Compliance**

* With the CEO, ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding requirements and those required by Companies House, and the Charity Commissioners, Data Protection, the Master and Supplementary Funding agreements.
* Ensure that all schools within the Trust meet their safeguarding responsibilities in line with current legislation.

**Partnerships**

* Establish collaborative and open relationships with Headteachers and governors,
* Strengthen partnerships across the Trust and within it’s academies; through participation in local, diocesan, national and international education networks
* Share skills expertise and capacity across the Trust and its academies and embed system leadership practice where appropriate
* Identify key agencies, individuals and groups that could enhance the delivery of the Trust’s strategy at local level and build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from the academies
* Build and maintain strong relationships with parents/carers, pupils, leaders, staff, directors and governors across the Trust.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust

**LEARNING ACCORD MULTI ACADEMY TRUST**

**Academy Improvement Officer** **Person Specification**

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| --- | --- | --- |
| **Key Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications** | * Degree and recognised professional qualiﬁcation relevant to the role * A record of recent and relevant continuing professional development | * Post Graduate educational leadership or management qualification |
|  |  |  |
| **Experience** | * Demonstrable success in achieving rapid and sustained school improvement as a senior leader. * Experience of providing support for school improvement, with sustained & positive impact * Experience of successful working with governing bodies. * Evidence of strategic planning. * Understanding of the current educational landscape. | * System leadership beyond own school (e.g. LA Adviser, Consultant, SIP, LLE, SLE, professional partner) * Knowledge & understanding of an Academy Trust environment. * Senior leadership experience in a school with a Christian character and ethos. * Worked across a range of school types and sizes. * Successfully led significant organisational change & improvement. |
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| **Skills, Abilities and Competencies** | * Comprehensive knowledge of the schools’ Ofsted Inspection criteria and processes * Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment * Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of Ofsted and SIAMS frameworks * Experience of working with school governance * Strategic planning and review of progress against plans in terms of standards and performance, taking decisive action where necessary * Ability to plan strategically based on use of data, targets and benchmarking * Proven track record of improvement action planning and monitoring of progress including managing the introduction of new initiatives * Ability and commitment to work ﬂexibly and collaboratively as part of a team whilst taking a leading role when required | * Knowledge/Experience of working within an Academy Trust setting * Experience of governance at School and/or Academy Trust level * Knowledge/Experience of working with the Diocese and the Church of England * Knowledge and experience of working with ‘Analyse School Performance’ and FFT * Experience of liaison with LA and/or Diocese |
| **Behavioural Competencies** | * People oriented with an ability to positively influence and empower * Excellent team building skills * Strong leadership skills * Adaptable and ﬂexible * Action orientated – outcomes focused * Excellent and adaptable communication skills |  |
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| **Faith and Ethos** | * Actively promote and develop the Christian based ethos of the Learning Accord Multi Academy Trust * Further develop the vision and values across the Trust Academies. * Commitment to working within the Trust’s Christian ethos and values, leading by example * Commitment to working in partnership within the Anglican Diocese of Leeds | * Experience of working within a Christian educational context |
|  |  |  |
| **Personal Qualities** | * Excellent relationship management, experience of successfully working with Governing Bodies, building eﬀective working relationships at all levels, and reinforcing partnerships * Ability to articulate vision to a variety of audiences * Advocacy, facilitation and negotiation skills * Intellectually versatile and innovative * Emotionally intelligent and perceptive * Reliable and trustworthy * Demonstrates energy, dynamism and resilience * Proactive and positive approach to problem solving * Ability to develop a high proﬁle and be strong visible presence for the Trust * Calm under pressure and self-motivated * Ability to inﬂuence and pursue challenging and rigorous questions * Excellent interpersonal**,** skills with the sensitivity to work well in a range of situations |  |