



## Job Description

### Director of School Improvement (Primary)

<b>Job title:</b>	Director of School Improvement - Primary
<b>Reporting to:</b>	Chief Executive Officer – Ninestiles Academy Trust
<b>Responsible for:</b>	School improvement team, primary; performance of primary Principals; primary outcomes
<b>Salary:</b>	£90,000

#### Vision and purpose

The key purpose of the **Director of School Improvement, Primary**, is to effect rapid improvement in Ninestiles Academy Trust primary schools, in order to secure the very best outcomes (better progress than that achieved nationally) for pupils. In addition, a core focus of this role is the achievement, in all aspects, of disadvantaged pupils across the Trust. The Director will lead, manage and co-ordinate the work of the Rapid Improvement and Support Team (RIST) to ensure that all aim for the highest standards and move quickly towards meeting them.

#### Main duties and responsibilities:

- Lead the data, quality assurance and performance team (primary) to ensure that NAT has live, accurate and forensic data on primary performance and ensure that all DfE; Ofsted, Board and Exec requirements for data are met
- Direct and ensure improvements in achievement for disadvantaged pupils so that they make progress at least in line with other pupils nationally in all schools.
- Hold Principals to account for the achievement of SEND pupils, in liaison with the Trust SENDCO
- Jointly lead and coordinate the RIST (Primary)
- Using the information from forensic analysis of in-year progress across primary schools, strategically plan and manage the delivery of the school improvement offer to NAT primary schools including the work involving consultants and education advisers
- Support and challenge schools to improve student and staff performance
- Support schools to implement an exciting, stimulating and challenging curriculum for all pupils
- Ensure challenging school targets are set and met
- Take responsibility, with the CEO, for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes
- Lead on all arrangements to support the work of the Standards Committee, Primary
- Develop and implement effective reporting to the Executive and the Board
- Support and develop the talent of NAT staff and ensure the high-quality leadership of NAT primary schools
- Develop new partnerships and relationships that will benefit NAT schools
- Work with Principals to ensure effective governance in all NAT primary schools through planning, training and quality assurance systems
- Manage relationships and communications with NAT primary Principals

- Lead on all arrangements relating to the annual conference
- Be an active, and effective contributor to the NAT Executive, and Board
- Plan, develop and manage the delivery of the primary strategy, including the conversion and joining of new primary schools
- Provide strategic advice, and professional expertise and insight into the Trust's expansion strategy, including involvement in the due diligence process for new primary schools
- Liaise with the CEO to provide termly policy updates and newsletters to primary principals and councillors ensuring that they are current, informative, and enhance our shared values and identity
- Have overall management of the school improvement (primary) budget
- Contribute to PR and media advice for primary schools and respond to media or press coverage when appropriate
- Play a key role in the appointment of new primary Principals
- Lead and support the induction, training and appointment of new primary principals, so that they reach their potential and build effective Senior Leadership Teams
- Ensure effective performance management arrangements are in place for primary Principals and that all new Principals have a thorough, bespoke and differentiated induction experience
- Deputise for the CEO when necessary

#### **General duties and responsibilities:**

- Communicate the Trust vision compellingly
- Drive strategic leadership throughout the Trust's Senior Leadership Team
- Empower all staff and pupils to excel in their work, study and achievement

## Person Specification

### Director of School Improvement (Primary)

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Degree</li> <li>➤ QTS</li> <li>➤ Recent and relevant leadership development training</li> <li>➤ Demonstration of commitment to on-going professional development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Masters or higher level qualification</li> </ul>
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>➤ Excellent knowledge of primary education</li> <li>➤ Knowledge of a wide range of school improvement strategies</li> <li>➤ Ability to think and plan strategically and creatively to solve problems</li> <li>➤ Keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning</li> <li>➤ Strong knowledge and understanding of external assessment/examination and reporting measures</li> <li>➤ Understanding of, and ability to implement rigorous self-evaluation</li> <li>➤ Ability to hold leaders stringently to account for their performance</li> </ul>	<ul style="list-style-type: none"> <li>➤ A good reputation in the field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful experience of effective school improvement in 3 or more schools</li> <li>➤ Track record of successfully leading school improvement as demonstrated by Ofsted judgments and/or student outcomes over time</li> <li>➤ Effective action planning and delivery of programmes to raise achievement</li> <li>➤ Successful leadership of a school through inspection/external scrutiny processes</li> <li>➤ Effective development of teams and leaders with impact on standards</li> <li>➤ Work in challenging school environments which has effected rapid progress</li> <li>➤ Successful challenge of underperforming staff</li> <li>➤ Leadership of innovation/change management with evidence of positive impact</li> <li>➤ Leadership of improvement in quality of TLA</li> <li>➤ Work with a range of external agencies to accelerate improvement</li> </ul>	
<b>Interpersonal and communication skills</b>	<ul style="list-style-type: none"> <li>➤ Excellent written and oral interpersonal skills</li> <li>➤ Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy</li> <li>➤ Awareness of the importance of regular and transparent communication with colleagues</li> <li>➤ Able to produce high-quality, concise and</li> </ul>	

	accurate written reports	
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>➤ Hold and articulate clear values and moral purpose, focused on providing a world-class education for Ninestiles Academy Trust pupils</li> <li>➤ Demonstrate optimistic behaviour, positive relationships and attitudes towards all members of the Ninestiles Academy Trust community</li> <li>➤ Lead by example with creativity, integrity, resilience and clarity</li> <li>➤ Highly organised with excellent time management skills</li> <li>➤ Sense of humour and common sense</li> <li>➤ Approachable and sensitive to the needs of others</li> <li>➤ Develop and sustain wide current knowledge and understanding of education and school systems locally, nationally and globally, and pursue personal development</li> <li>➤ Work with political and financial astuteness, within a clear set of principles centred on the NAT vision, ably translating local and national policy into the trust's context</li> <li>➤ Entirely committed to safeguarding and promoting the welfare of all children and young people in the Trust</li> </ul>	