

SCHOOL IMPROVEMENT COORDINATOR

Creative Education Trust

February 2021



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of School Improvement Coordinator at Creative Education Trust.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. We are looking to continue our growth when suitable and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Creative Education Trust was set up by individuals from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

I would encourage you to contact me for an informal conversation before applying: Gwayne.Webb@creativeeducationtrust.org.uk.

I look forward to speaking to you soon

Yours sincerely,

Gwayne Webb – Director of Learning and Teaching

“We are seeking an exceptional individual to support the central Education Team”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



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SCHOOL IMPROVEMENT COORDINATOR JOB DESCRIPTION

LOCATION

Home-based but with regular travel to schools within the Trust

Full time – 52 weeks per year

SALARY

Circa £35,000

THE ROLE

Under the guidance of the Director of Learning and Teaching:

- Be responsible for undertaking administrative and organisational processes across the Trust with a focus on supporting the Education Team with events, CPD and communications both internally and externally

KEY RESPONSIBILITIES

- Manage manual and computerised records and information
- Undertake word processing and ICT based tasks
- At the discretion of the Director of Learning and teaching, provide administrative support to the Directors within the Education Team
- Lead on the administration of the Academic Communities, including electronic tracking of activities and impact
- Contribute towards the planning and organising of events including CPD
- Contribute to the overall aims of Creative Education Trust and the development of our schools

SCHOOL SUPPORT

- Build constructive relationships with our Principals, Headteachers and other staff within schools
- Ensure that Academic Community meetings are diarised and scheduled appropriately

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- Arrange review meetings and keep records of outcomes
 - Collate information regarding the support given and offered to each school

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- Communicate with Principals and Headteachers and follow up on areas of concern
 - Compile and communicate information regarding visits and reviews carried out by the Education Team

COMMUNICATIONS

- Schedule meetings for Academy Improvement Boards and assist in ensuring that all attendees receive the information required
- Assist in arranging materials for meetings
- Support liaison with exam boards and ensure the Trust is up to date with external developments
- Arrange events for the Education Team including CPD for our schools
- Undertake research and obtain information as needed to inform and advise on decision making

MARKETING

- Work with external organisations where appropriate
- Ensure Trust materials are up to date
- Assist with promotion and marketing of Creative Education Trust and our schools
- Attend events

CPD

- Collate records of all Trust-led CPD that takes place across our schools
- Stay in contact with staff across the Trust and ensure any localised issues are supported and addressed
- Distribute and collate feedback and evaluation forms from staff

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties

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appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Director of Learning and Teaching.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> • Education to degree level or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Experience of management and operation of administrative systems 	<ul style="list-style-type: none"> • Experience of working in a Multi Academy Trust
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Clear understanding of the education system across primary and secondary schools • Understanding of school improvement 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Effective use of ICT programmes • Outstanding organisational skills • Accurate written English • Ability to self-evaluate • Warm and welcoming • Ability to prioritise • Communicate effectively and confidently with different groups of people across different organisations 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. • Access to a car for regular travel to Trust schools 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.