



JOB DESCRIPTION

Director of School Improvement

Employer: Education Learning Trust (ELT)

Location: Greater Manchester

Salary: L32-35 to be determined dependent on experience and expertise.

Full-time: permanent and full time position (although part-time would be considered for the right candidate)

Required for: 1 September 2021

Responsible to: Chief Executive Officer (CEO).

Responsible for: providing leadership to members of the school improvement team

Main Purpose of the Job:

To report to and be accountable to the CEO for all school improvement matters;

- work alongside the CEO to identify areas within the Trust's academies where improvements need to be made and implemented;
- develop effective communication channels and relationships and confidence amongst staff and leaders within each of the Trust's academies;
- develop effective plans for addressing improvement needs within each academy;
- report to the CEO on a weekly basis on progress made towards these plans;
- support the CEO and Board of Trustees to deliver the Trust's vision, values, mission and strategic business plan through;
 - inspirational, strategic and professional leadership of school improvement across all primary and secondary academies.
 - contributing to the growth of the Trust and being externally focussed; working with Department for Education, the external agencies and other trusts in order to achieve a national reputation for excellence and high standards.

Main tasks and key responsibilities:

1. Trust strategy, vision and values

- acting as principal education adviser to the ELT on school improvement matters. (This includes responsibility for academic standards in order to ensure that its academies remain at the cutting edge of innovation and change, achieving top quartile performance.)
- leading on the implementation of external policies, projects and inspections that are related to school improvement, including government, Department for Education, Ofsted, national and local authority initiatives, and externally funded projects;
- advising external bodies on academy performance;
- liaising with and inform the Chief Executive on progress in priorities that have been agreed;

- engaging with the Board of Trustees and academies' senior staff as appropriate, and lead the development and implementation of the standards improvement strategy for the Trust's academies.

2. Demonstrating Leadership and Management through:

- being a member of the ELT Executive Leadership Team and contributing to the achievement of the Trust's strategic aims by providing ethical, dynamic and professional leadership;
- engaging and motivating a high performing team within each primary and secondary academy, including the Headteacher, in order to achieve transformational change, growth and success;
- coordinating and developing further the Academies Improvement Team, including a team of external consultants so that activities are focused on key priorities which achieve rapid improvement in pupils' learning, in order that high standards of performance are achieved;
- establishing regular supervision meetings;
- building a culture of continuous improvement and high-quality performance, ensuring that effective performance management and succession planning arrangements are in place;
- celebrating success and accepting responsibility for outcomes.

3. Implementing the School Improvement Strategy by:

Lead the planning, development and implementation of an effective academy improvement strategy, in conjunction with the Core Academy Improvement Team, ensuring that aspirations and standards continue to rise in each of the Trust's academies over the long term.

This will include:

- developing fully costed annual programmes of school improvement activities;
- devising ELT annual overview for school improvement and self-evaluation;
- identifying and facilitating staff development needs as required in conjunction with other senior colleagues within the Trust;
- liaising with the strategic partners on the development of joint projects and initiatives
- meeting both national policy and local expectations so that the academies' provision and outcomes meet external requirements/accountability frameworks and ensuring that all learners benefit;
- providing additional support to academies in an OFSTED category;
- maintaining consistent recording and monitoring systems;
- coordinating and monitoring internal and externally led projects;
- supporting bid writing.

In addition:

- providing relevant school improvement information to Headteachers, including national policies from DFE, Ofsted and emerging agendas via national bodies, research etc.
- leading and managing the Core Academy Improvement Team;
- leading and managing school improvement in the Trust's academies with an emphasis on high standards of teaching and learning, in order to achieve outward-

facing, aspirational organisations with a national reputation for outstanding achievement;

- in conjunction with academy Headteachers, determining each academy's school improvement needs, ensuring, with the finance team, that the academy makes appropriate resource provision to achieve these;
- leading preparations for Ofsted and other external agency evaluations and inspections of the Trust;
- facilitating sharing and joint practice development (JPD) across the academies and the Trust to support the professional development of all staff;
- managing the school improvement budget.

4. Evaluating the Performance of each Academy across the Trust by:

- making use of timely provision of data and effective use of management information, in order to ensure high standards;
- providing timely information to Trustees so that they have the information they require to evaluate performance and hold academies to account;
- undertaking regular evaluation and monitoring of academies. This will include:
 - the use of critical review for each academy;
 - undergoing lesson observations in each academy;
 - developing, (with Headteachers) raising achievement action plans;
 - providing support to Headteachers as appropriate;
 - analysing data in order to gain a detailed knowledge of attainment and progress of students;
 - providing challenge and support where this is needed;
 - supporting evaluations and preparation for Ofsted;
 - leading peer reviews;
 - providing information and training to Trustees and Committee members.

5. Equalities

Support the Trust's policies on equality and diversity in order to ensure equality of opportunity and practice in all aspects of the Trust's work, and compliance with legislation and good practice.

6. Other Duties

- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with the post of Director of School Improvement.
- Attend the Trust Board meetings and relevant Committees.
- Lead major projects across the Trust as required.