

Leadership

ASSISTANT DIRECTOR OF SCHOOL IMPROVEMENT (PRIMARY)

JOB DESCRIPTION

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ASSISTANT DIRECTOR OF SCHOOL IMPROVEMENT (PRIMARY)

Reports to:	Director of School Improvement
Accountable to:	Director of School Improvement, Catholic Senior Education Lead (CSEL), Board of Directors and Local Governing Bodies at nominated schools
Location:	Trinity Multi-Academy offices
Salary:	Grade L24-26
Start date:	Negotiable dependent upon notice period

Introduction

This appointment is with the Board of Directors of the Multi Academy under the terms of the Catholic Education Service (CES) contract signed with the Board of Directors as employers. The Board of Directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document (STPCD) and other current education and employment legislation. In carrying out their duties, his/her Headteacher shall consult, where appropriate, the Director of School improvement, the Board of Directors, the Catholic Senior Executive Leader (CSEL), the Birmingham Diocese, the staff of the school, the parents of its pupils and the parish/es served by the school.

For the purpose of this appointment, the successful candidate will be either a current Executive Headteacher or Headteacher.

***The role of Executive Headteacher is often defined as either a substantive or strategic Headteacher of more than one school (Chapman et al 2008). This generally means an Executive Headteacher becomes either:**

- A substantive Headteacher of more than one school across the multi academy.
- Remains the substantive Headteacher of his/her current school whilst becoming the strategic leader of one or more schools across the multi academy.
- Has no substantive Headship in any school but remains the strategic leader of a chain of schools.

This generally means accountable for the education of pupils at their own school(s) and health and safety. They set teaching and learning standards at and above their own school across the multi academy in line with the professional standards required.

This job description may be amended at any time, following consultation between the Executive Headteacher, CSEL and the Board of Directors and will be reviewed annually. The appraisal process will include targets for the first term in role, followed by targets set for the forthcoming academic year.

The Core Purpose of the Assistant Director of School Improvement (Primary)

- To undertake specialist areas of school improvement responsibility and duties which will be discussed in more detail with the successful candidate and in line with the vision and multi academy school improvement priorities.
- To ensure that standards of achievement within all the multi academy schools, specifically, primary, and middle schools are of the highest quality and continue to maintain and raise standards of education across Early Years, KS1 and KS2, sharing best practice throughout.
- To ensure that NLE and SLE resources are deployed where they are needed, and school improvement programmes are in line with the vision and priorities.
- To deputise for the Director of School improvement and other leaders as necessary.
- To secure the highest standards of high impact training and professional development as a key lever for school improvement for other leaders, teaching and support staff.
- To provide robust, innovative, collaborative, and effective support and leadership at their own school(s) and those across the multi academy to improve outcomes for young people.

Actions

- To improve collaboration and multi academy response to a self-improving system between schools across the multi academy.
- To focus on strategic leadership and thinking, supporting the successful growth of the multi academy, staff development, coaching and strategic decisions.
- To lead and direct the weekly primary Headteacher meetings.
- To coordinate the deployment of high-quality external support for the primary schools, to lead the quality assurance of the working groups in the sector and develop a talent management and succession planning framework within the multi academy.
- To be the key primary lead for Ofsted and S48 inspections in the multi academy schools, including undertaking Deep Dive lesson visits with inspectors.
- To provide targeted support for underperforming schools across the multi academy to raise standards within Early Years, KS1 and KS2.
- To oversee and quality assure the quality of leadership and safeguarding, to ensure statutory and other accountabilities are effectively delegated and lead to improve outcomes for young people. This should be in conjunction with the Assistant Director of Safeguarding.

Additional responsibilities as the Executive Headteacher

The post of Assistant Director of School Improvement (Primary) will incorporate the role of Executive Headteacher, providing professional leadership and strategic direction for the nominated schools instructed by the CSEL. This will promote a secure and strategic foundation from which to achieve high school improvement standards in all areas of the school's school improvement primary work.

The Executive Headteacher will lead and support the Heads of School in ensuring the following are met:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham.
- religious education is in accordance with the teachings, doctrines, discipline, and general and particular norms of the Catholic Church.
- religious worship is in accordance with the rites, practices, discipline, and liturgical norms of the Catholic Church.
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God.
- all statutory requirements are met, and the work of the school is effectively monitored, evaluated, and reviewed.
- Successful external verification in inspections (Ofsted and Section 48) and DfE validated data meeting or superseding the multi academy's Strategic Plan's targets.

Further Information

The above outline of key responsibilities and duties is not intended to be exhaustive. The Assistant Director of School Improvement (Primary) will be required to undertake any other reasonable duties as may be required.

The post holder is subject to the provisions of all safeguarding legislation and the MACs policies, procedures, professional standards and guidance governing all staff and partners who work with children and vulnerable adults.

The Our Lady of Magnificat multi academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

