

JOB DESCRIPTION

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| Job Title: | Director of QA |
| Salary: | Leadership Pay Spine L19-L23 |
| Responsible to: | Andrew Burns, Trust CEO, and Executive Headteachers |
| Post Objective: | The post-holder will focus on supporting schools across The Redhill Academy Trust with their QA processes and in their preparations for an Ofsted inspection, as well as advising on post-Ofsted actions. |

It is anticipated that the post-holder will work with The Redhill Academy Trust the equivalent of two or three days per week while continuing to work as an Ofsted Inspector. The post would therefore facilitate the flexibility required to enable the appointee to carry out these demands.

Main Duties and Responsibilities:

- Working with schools across The Redhill Academy Trust to provide accurate analysis of strengths and areas for development across each section of the Ofsted framework (risk analysis)
- Working with schools across The Redhill Academy Trust to identify priorities and support Headteachers and Leadership Teams with their action planning in response to risk analysis
- Working with the Trust Director for School Improvement regarding securing Trust support in response to identified need
- Reviewing websites, safeguarding arrangements and policies within The Redhill Academy Trust and its schools to ensure they are all compliant with current statutory guidance and Ofsted expectations
- Maintaining an overview of schools across The Redhill Academy Trust regarding their Ofsted status (judgements at previous inspections and dates of those inspections)
- Reporting on progress of Trust schools towards securing (at least) good outcomes at Ofsted Inspection to Executive Leadership team
- Briefing the CEO and the Executive Team on all aspects of Ofsted inspection, ensuring that the most up to date information is shared
- Providing training and support in regard to Ofsted to Local Governing Bodies
- To comply with the Trust's policies, protocols and procedures at all times
- To undertake other reasonable duties as required by the Trust.