

Job Application Pack

Director of School Improvement (Primary)

Salary: Executive Leadership Scale (£95,000–£120,000+) dependent on skills and experience. Salary progression is subject to performance.

Contract: Full-time/Term time/Permanent

Closing Date: Friday 13 October 2023

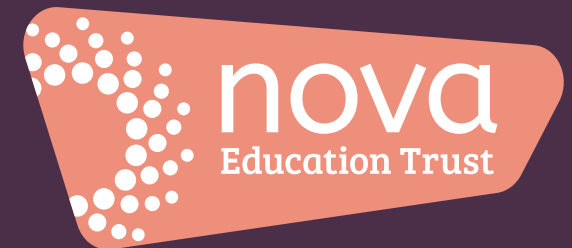


“Without a doubt, this is a fantastic place to start your career or to move into if you are looking at moving further down the line. We have fantastic support facilities for staff, fantastic CPD and brilliant opportunities for staff to grow and develop.”

Business Operations Manager

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Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 96% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities – the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to wellbeing and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' – we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and

senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then I'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development and we very much look forward to receiving your application.

For an informal discussion to find out more about the role, please contact:

Christabel Shepherd (Director of School Improvement): cshepherd@novaeducationtrust.net

Alternatively, please contact me directly: arahman@novaeducationtrust.net

Further information can be found at: novaeducationtrust.net/careers

A. Rahman

Ashfaq Rahman
Chief Executive Officer
Nova Education Trust





About us

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools. We are also excited to report that we are in the final stages of welcoming another school to our family in the coming weeks. The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our values

We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

A teal-colored rounded rectangle containing the school motto in white, uppercase letters.

WORK
HARD

BE KIND

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

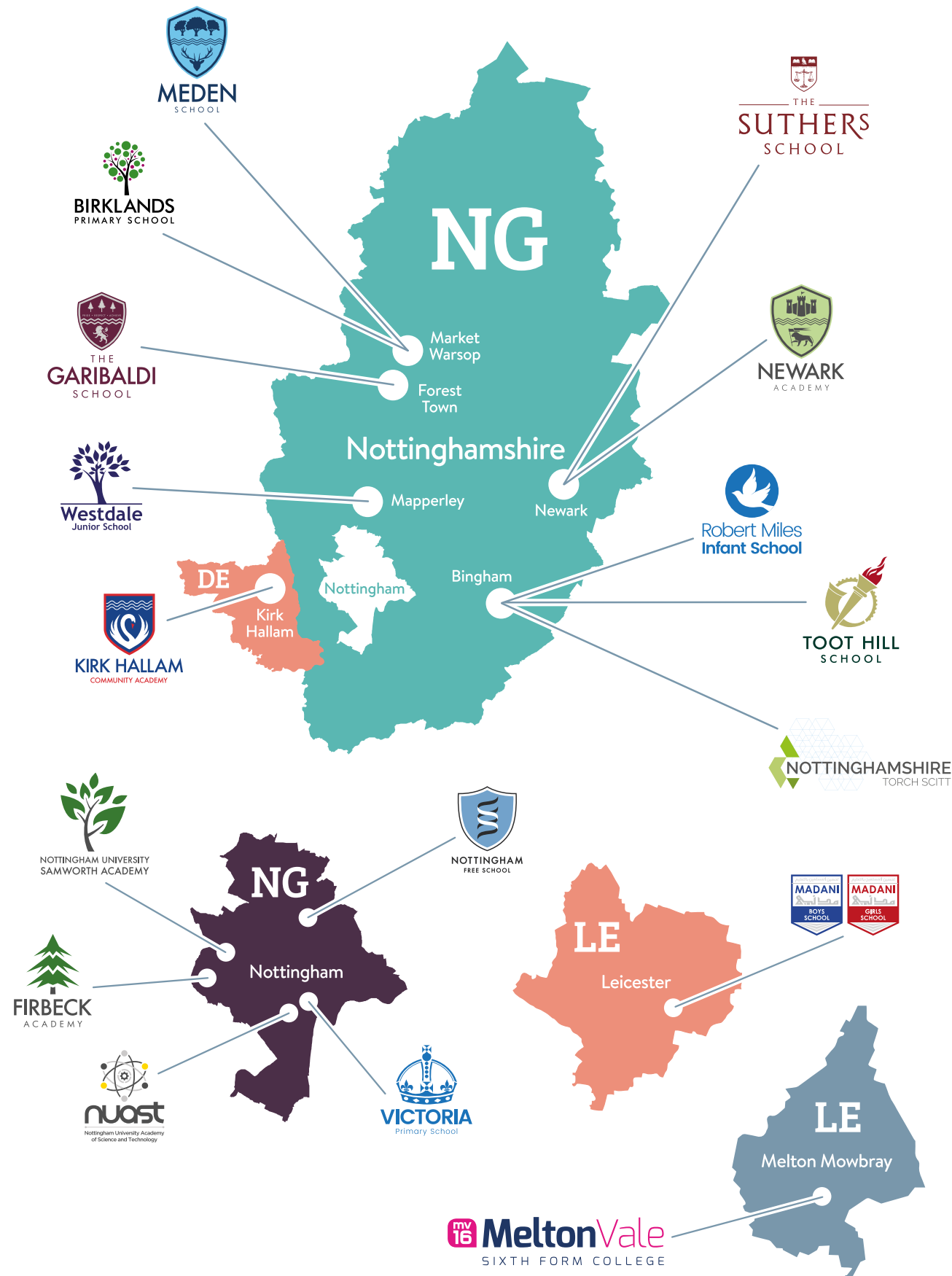
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



Our ambitions

We will deliver on our vision through delivery of actions against our three strategic ambitions which will drive us to deliver our mission of creating transformational schools.



Innovation

To develop all our schools so that they are vibrant, child-centred learning communities, committed to excellence. Supported by a digital strategy to enable the delivery of a remote/blended curriculum. With developed and coherent strategies in all core areas underpinned by pedagogical research methodology. An organisation that contributes to government policy and leads on sector improvement.



Civic engagement

To become the local trust of choice for pupils, parents and staff with high-quality teaching, a sector-leading employee package and parent partnership programme. Creating an EDI-rich culture where all members of society can feel, safe, happy and confident to be themselves. With embedded sustainable, and responsible approaches so that our community can play a part in a healthier future for our organisation, wider society and the planet.



Influence

To be recognised as an organisation that creates opportunities for our whole community through transformative education, research and engagement. To be a systems exemplar for pioneering civic collaborations that deliver educational, societal, employment, health and environmental benefits in our region.

How we will achieve our ambitions

Our community

Everything we do will have our people at the heart of decision making. Our pupils, our staff, and our parents — our Nova family.

Together we will work collectively towards our shared goals in an environment that facilitates and supports our people.

Research and discovery

We will engage, enable collaborations and provide an environment where great ideas flourish and prosper.

With growth enabled through coaching, joint practice development and continual professional development we will attract, develop and retain the best people.

Quality of education

By attracting, retaining and developing the best teachers we will inspire learners with challenging ideas, knowledge and wisdom, and help them develop the capabilities needed for an exciting and fulfilling future.

Our teachers will be supported to deliver the highest levels of student satisfaction, embracing digital opportunities and placing personalisation at the heart of what we do.

Social responsibility

We will make a difference on a local and national scale by engaging and working in partnership with other organisations – public, private and voluntary.

We will establish our organisation as a sector leader for social impact by engaging our communities in our work, embedding responsible processes and environmental sustainability in all our key activities.

Our enablers

People

Our leaders who create a safe and inclusive environment which supports the holistic health and security of our staff and pupils to achieve their potential.

Infrastructure

Using and developing our assets to enhance teaching, pupil, staff and wider community experiences.

Governance

Having a highly effective decision-making framework that ensures we are transparent in our processes, welcoming challenge, and debate we enable decision making at the right levels of the organisation.

Compliance

Meeting or exceeding expectations of our regulators in all respects.

Financial sustainability

Reducing wasteful expenditure so that we can fund ambitious investments to further core purpose.

Risk

Encouraging innovation whilst keeping our community safe in both the physical and virtual worlds.



Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools. The Director of School Improvement will be based here with our wider support functions.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



What do we offer?

We offer an exciting, dynamic and collegiate workplace environment. It is our staff that make a difference to children's lives and so staff development and professional learning for both teaching and non-teaching roles are centre of our strategic planning to make this a certainty.

We believe our staff are the people that 'unlock' our children's potential and make a difference to the lives of children and young people every single day. We have a clear people and talent management strategy, and our overall aim is for all staff to feel that they truly belong to a transformational school and trust.

We commit to:

- **Putting your well-being front and centre**
- **Actively listening to you and recognise your contributions – big or small**
- **Developing you as a highly effective practitioner in the leadership of people – 'coaching, not telling'**
- **Investing in you and provide flexible and easy access to excellent professional development and progression pathways**
- **Providing you with the opportunity to network with talented colleagues from within and outside of the trust as part of our commitment to civic collaboration**

Staff benefits

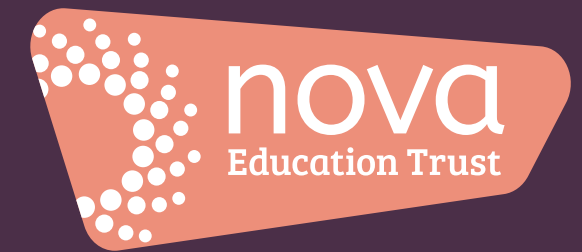
All our staff have access to 'Nova Perks', an employee benefits system bring a range of fantastic benefits including:

- **Bike scheme**
- **Technology scheme**
- **Motorsave**
- **Lifestyle benefits**
- **Instant discounts,**
- **Savings club**
- **Peer-to-peer**
- **Liftshare**
- **Car salary sacrifice**
- **Health cash plan**
- **Gym scheme**
- **Workplace ISAs**
- **Financial planning**
- **Healthy living resource module**
- **Financial education resource module**

In our commitment to continue to support employees to achieve a healthy work-life balance, Nova Education Trust offers employees the opportunity to take up to a maximum of one paid 'Nova Perk Day' per academic year, in addition to the existing standard leave provisions in place. This can be taken for any chosen reason and does not need to have a defined purpose

Staff are entitled to a generous sick pay entitlement depending on their continuous service.

All staff are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.



About the position

The person

Nova Education Trust's Director of School Improvement (Primary) will need a proven track record of success in leading primary education to bring about sustainable transformation in schools.

The successful candidate will be a strong, inspirational leader, with experience of developing, motivating, and empowering highly effective teams through an ethos of excellence. A strategic thinker with drive, creativity and high expectations, you will have a clear vision for leading and sustaining primary school transformation through collaborative working.

You will need openness, approachability, diplomacy, warmth, and the ability to engage and communicate clearly with all stakeholders with integrity.

We hope you are excited by the prospect of this role, working with committed colleagues across the trust, to lead genuine transformation. If this is you, we would love to hear from you.

The role

Working collaboratively with the Chief Executive Officer, all members of the Executive Leadership Team and wider school leaders, the Director of School Improvement will contribute to the trust's overall strategic direction, ensuring effective leadership, communication and enactment of Nova's vision for excellence and school transformation.

Driving and further developing our ongoing strategy for improvement, the post-holder will strategically lead complex and sustainable change across the trust's primary schools. This will involve providing high-level direction, support and guidance, rigorous quality assurance, and high-quality professional development to build a strong primary team that enables our academies to achieve excellence and, as a result, transform the lives of all the children and communities they serve.

The priorities

The Director of School Improvement will be an integral part of the **Executive Leadership Team**, advising and leading on the transformation of Nova's primary academies.

Some of the immediate priorities for the post-holder will be:

- **To secure, develop and further strengthen leaders at every level in our primaries, ensuring that they have the knowledge, skills, creativity and vision to lead and transform the schools through an ethos of excellence.**
- **To embed the consistent use of evidence-based pedagogical approaches, leading to excellent pupil outcomes.**
- **To further increase parental engagement across Nova primaries, ensuring that this effectively supports ongoing school improvement and strengthens pupil outcomes.**

We are seeking an inspirational, strategic, Director of School Improvement to join our dynamic Executive Leadership Team.

This is an exciting opportunity for an experienced and qualified professional with drive, ability, creativity, high expectations and a successful record of educational improvement to help us enact our mission and strategic plan to ensure that Nova's pupils and everyone connected with the trust's academies experience and achieve excellence.

The role will suit an individual who has experience of working collaboratively to successfully lead positive change and improvement in primary schools. It provides a great opportunity for anyone who wishes to utilise their skills, knowledge, and experience to work with committed colleagues throughout the trust to lead genuine transformation across our family of primary schools.

Working collaboratively with the Chief Executive Officer, all members of the Executive Leadership Team and wider school leaders, the successful candidate will contribute to the trust's overall strategic direction, ensuring effective communication, leadership, and enactment of Nova's vision for excellence and school transformation. Driving and further developing our ongoing strategy for primary improvement, the post-holder will build on the current achievements of our schools providing rigorous quality assurance, professional development, support, advice, and guidance that enables our academies to succeed and, as a result, transform the lives of all the children and communities they serve.

We are looking for someone who:

- Has experience at headship level and/or has senior educational leadership experience in a local authority or national body such as Ofsted.
- Has successfully led transformational improvement across a number of primary schools.
- Has proven experience of whole school leadership, or leadership across a large organisation, and the ability to communicate a clear vision for school improvement to a wide variety of stakeholder groups.
- Is a knowledgeable and experienced leader who has proven experience of raising standards and accelerating progress.
- Has the skills to effectively evaluate a school's performance and, from their extensive knowledge, identify appropriate strategies to enhance school standards.
- Has the skills to inspire others and lead complex changes across schools.
- Demonstrates outstanding people management skills.
- Is able to lead, with the CEO and other members of the Executive Leadership Team, the implementation of the Nova Education Trust Strategy.
- Has the experience, skills and knowledge to successfully lead Nova's Strategy for Primary Improvement.
- Has the ability to represent and advise the CEO, where appropriate, on wider trust matters including but not limited to the postholder's specific areas of responsibility.
- Demonstrates, through personal example, excellence and commitment to organisational values.
- Is able to build relationships quickly and effectively with colleagues and academy leaders.
- Has the proven ability to work collaboratively with other senior staff, in particular the Head Teachers and Central Service colleagues, and contribute to the wider leadership and management of the trust as a member of the Executive Leadership Team.
- Is able to create and sustain relevant and appropriate external partnerships and represent the trust in regional, national and international contexts.
- Has experience of involvement in committees, groups, and formal hearings such as disciplinaries, grievances and appeals, for staff and pupils.
- Is able to effectively report and advise, as required, to the Trust Board and other trust committees.
- Is able to represent the trust and its interests on external bodies and at ceremonial and other occasions.
- Thrives on working with other key colleagues, including Head Teachers, their leadership teams and professional service colleagues, to realise aspirations across all our activities including research and innovation, education, student experience, and Equality, Diversity and Inclusion.
- Is an emotionally intelligent leader with ability to lead high-calibre academic and Professional Services colleagues, and to work effectively with the full range of school and trust stakeholders.

- Has an affinity with and ability to enthuse young people, and a demonstrable commitment to progress on equality, diversity and inclusion.
- Has a personal presence, standing out from the crowd, to represent the trust regionally, nationally, and internationally.
- Has an enthusiasm and a commitment to the student and staff experience.
- Is a values-led individual with a high degree of integrity, and the ability to inspire trust and confidence across the trust and beyond.
- Has a background of understanding inclusivity with accomplishments in embracing difference and influencing societal change.
- Has a demonstrable ability to articulate vision and create delivery momentum with all stakeholders.
- Has a robust understanding of the challenges facing Education in the UK and internationally.
- Has strong energy, drive, enthusiasm, patience, diplomacy and coaching skills.
- Is resilient, dynamic, organised, hard-working and keen to lead by example.

In return, the successful candidate will:

- Be a member of Nova's Executive Leadership Team and join a strong and dynamic team of professionals across our organisation.
- Deputise for the Chief Executive Officer where relevant and necessary.
- Be supported through a comprehensive professional development programme.
- Be provided with excellent career opportunities.
- Be given a highly competitive salary that is negotiable upon experience and track record.



Job description



Post: Director of School Improvement (Primary)

Department/Faculty: Central Services (Education)

Reports to: Chief Executive Officer

Role overview

As a member of the Executive Leadership Team this role is responsible for contributing to and realising the trust's overall strategic direction, ensuring effective communication, leadership, and enactment of Nova's vision for excellence and school transformation.

Leading the ongoing development and implementation of Nova Education Trust's Strategy for Primary Improvement, the post-holder will build on the current achievements of our schools providing, rigorous quality assurance, professional development, support, advice, and guidance that creates a culture of high expectations and professional standards, enabling our primary academies to succeed and, as a result, transform the lives of all the children and communities they serve.

Specific duties and responsibilities

Working alongside all other members of the Executive Leadership Team, the post-holder must, at all times, carry out their duties and responsibilities within the spirit of Nova Education Trust, trust policies and within the legislative framework applicable to academies.

Core elements of the role

- Be an active member of the trust Executive Leadership Team.
- Contribute towards development and delivery of the trust's five-year strategic plan, self-evaluation and development plan.
- Further develop, deliver and evaluate the on-going impact of the trust's Strategy for Primary Improvement.
- Provide strategic advice and professional expertise to support the effective growth of the trust's Primary sector, including active involvement in the trust's due diligence process for new schools.
- Deliver and coordinate targeted school improvement support for primary schools across the trust.
- Develop and deliver quality assurance systems across the trust's schools.

- Provide support and challenge to schools to secure high levels of student and staff performance and to deliver an exciting and challenging curriculum.
- Analyse school and trust performance data and utilise it to inform targeted support for schools and to strategically plan and manage delivery of school improvement activity.
- Produce reports to the CEO, Executive Team and the Trust Board on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters.
- Take strategic responsibility for trust-wide areas, as allocated by the CEO (e.g. Safeguarding).
- Apply knowledge of statutory and regulatory requirements to ensure compliance across all schools.

Key responsibilities

- Lead, through an ethos of excellence, the strategic improvement and transformation of all primaries across the trust.
- Lead on effective systems, processes and practices for the quality assurance of education provision across the trust, including:
 - Providing support, advice, training and development for the education team on effective practice for inspection and school review.
 - Working with executive colleagues to quality assure school provisions in relation to inspection readiness and quality assurance of school self-evaluation.
 - Developing a range of approaches to bespoke school review based on the needs, lines of enquiry or areas of concern for particular schools (e.g., subject or key stage reviews, targeted reviews of key aspects of practice).
 - Developing and sustaining partnerships to provide external validation and review of trust quality assurance practices and, where needed, individual schools.
- Establish an accurate overview of the performance of every primary school in the trust, taking appropriate steps to support any school whose capacity, policies or procedures are adversely affecting the quality of provision and its

impact on all children.

- Manage strategy in higher priority schools that are facing significant challenges, through focused and direct improvement activities.
- Foster and sustain an inclusive culture among school leaders and staff, that ensures good behaviour and attendance, and minimised levels of exclusion from schools.
- Devise and manage a range of professional learning opportunities to support and strengthen capacity in all primary schools including through access to training, resources, and publications.
- To lead on the front-line delivery of quality assurance of education, including leading or brokering school reviews and moderated trust inspections.
- To provide support, advice and direction to the education team to support schools with inspection readiness, including providing direct intervention and support with targeted school.
- To work with the safeguarding team to ensure that the auditing and quality assurance of safeguarding is consistent with up to date inspection guidance and practice.
- To work strategically to devise and implement initiatives to support and evaluate the respective stages of a school improvement journey (e.g., from RI to Good; from Good to Outstanding; 'Outstanding to Transformational').
- To work with the Executive Team to support focused school improvement initiatives, including leading on focused trust programmes to enhance the effectiveness of leadership and to support school improvement.
- Develop a culture of personal responsibility amongst all staff and pupils, recognising excellence and implementing strategies to address under-performance.
- Remain abreast of educational issues, both locally and nationally, and other developments impacting on the trust and its academies, ensuring senior leaders are well briefed and operate within a flexible environment which is responsive to change.
- In consultation with senior leaders in academies, ensure the effective use of technologies, both in teaching and learning, and in operational matters so as to enhance provision, develop efficiencies and secure value for money as appropriate.

Applied knowledge and expertise

- Apply extensive experience in the leadership of schools to school improvement planning, due diligence, intervention in schools facing challenging

circumstances and the development of the trust's strategy and framework for school improvement.

- Use significant experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices, to improve the standards in schools.
- Utilise in-depth knowledge and experience of working in the educational sector to design and deliver effective quality assurance systems and processes across schools and support the design of intervention strategies to improve academic standards and outcomes.
- Apply experience in change management and leadership training to target improved performance and lead trust-wide organisational change.
- Apply knowledge of educational assessments to support the delivery of effective student assessment and intervention initiatives and programmes.
- Apply experience of encouraging collaboration between schools, across the trust and with other external agencies, to support the sharing of best practice, reduce the replication of effort and lead to school transformation.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.
- Take strategic responsibility for trust-wide areas of responsibility as allocated by the CEO.

Decision-making and problem-solving

- With the Chief Executive and Executive Leadership Team, create and regularly review structures across the schools that reflect the trust's and each school's values and enable management systems, structures and processes to work effectively.
- Work with the Executive Team, Head Teachers and the Central Services Team to monitor and evaluate the academic performance, leadership and management of academies.
- Support and work towards the aim that all schools maintain at least a 'good rating', with the goal of becoming 'outstanding'.
- Provide the support needed to reach the trust's goal of all schools moving beyond 'outstanding' to become 'transformational'.
- Lead transformational change both strategically and operationally in all schools.
- Delegate key responsibilities and operations across the wider organisation, as appropriate and necessary.

Resource management

- Ensure that all resources available to schools are used in ways which are for the promotion and achievement of the schools' priorities, values and objectives.
- Work closely with the Chief Executive officer, CFO and Head Teachers to oversee the staffing resource of each academy to ensure learners' needs are met and that there is curriculum efficiency.
- Identify opportunities across the group of schools for financial gains and sharing of resources through school-to-school collaboration.
- Work with the Chief Executive Officer and the Executive Leadership Team to prioritise resource allocation and maximise value for money.
- Work actively to identify and implement alternative income to support school improvement activities.

Leadership and management and people development

- Drive an ethos of excellence and a culture of high expectations, supporting school leadership teams to improve standards across all stages and subject areas.
- Ensure that the Head Teachers and school leaders are supported through significant transformational change projects.
- Ensure leaders across the trust receive the appropriate teaching and leadership training and continue to develop their practice.
- Work with Head Teachers to recruit staff of the highest quality across the group.
- Promote a positive culture of excellence throughout the organisation and adopt behaviours that exemplify the trust's values.
- Line manage and performance develop designated members of the Central School Improvement Team, setting ambitions and encouraging continuing professional development.
- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement.

Influencing and managing relationships

- Nurture robust, open and effective relationships with all parties across the trust and with key external agencies including, Local Authority partners, Regional Schools Commissioner and other trusts.

- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage each other and to build effective extended learning communities.
- Facilitate the partnership and networking of Head Teachers, School Leaders and trust staff to share and promote best practice and to support each other with challenges.
- Create effective working relationships with the senior leadership team of each school.
- Work closely with all Nova Education Trust schools.

Safeguarding

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Other specific duties

- To play a full part in the life of the trust family, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and trust's policies.
- To be a team player and to work in a collegiate, open and honest way with other colleagues.

General

- To be aware of, and comply with, trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust Board.

This job description will be kept under review and may be amended via consultation with the individual, Chief Executive Officer or Trust Board as required.

Person specification



Post: Director of School Improvement (Primary)

Department/Faculty: Central Services (Education)

Reports to: Chief Executive Officer

Experience and Qualifications	Method of Assessment
Degree educated with QTS	AF/I/R
Completion of relevant postgraduate qualifications	AF
Evidence of a commitment to ongoing learning and continuous professional development	AF
Proven successful experience as a Head Teacher, qualified Ofsted inspector or a senior school leader in a local authority or national body	AF/I/R
Successful experience of leading or supporting schools in challenging circumstances and of delivering impactful school improvement support across one or more primary schools	AF/I/R
Successful experience of writing, implementing and reviewing strategic improvement plans and strategies which bring about impactful change	AF/I/R
Successful proven experience of promoting inclusion, equality and diversity	AF/I/R
Experience of managing and leading complex changes across a school or group of schools	AF/I/R
Experience of evaluating the performance of the leadership and management of a school	AF/I/R
Experience of working collaboratively across a group of schools with impact on outcomes for children evidenced as a result of this work	AF/I/R
Experience of coaching, mentoring and directing staff at all levels	AF/I/R
Experience of overseeing and advising on budget management	AF/I/R
Experience of developing and motivating senior leaders to achieve success	AF/I/R
Experience of presenting effectively to a wide range of stakeholders	AF/I/R

Knowledge, skills and attributes	Method of Assessment
Sound knowledge of educational policy developments and implication for in-school practices	AF/I/R
Excellent knowledge of primary education	AF/I/R
Detailed knowledge of effective school improvement practices	AF/I/R
Extensive knowledge of effective intervention strategies to impact on school standards	AF/I/R
Broad experience of analysing education data to inform successful education delivery	I/R
Producing reports which strategically review and evaluate resources and performance	AF/I/R
Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques	AF/I/R
High expectations for themselves and the people they work with	AF/I/R

Skilled in using a range of techniques to ensure effective collaboration across schools and with external stakeholders and partnerships	AF/I/R
Commitment to providing a high-quality service to the schools	AF/I
Holds and articulates clear values, moral purpose and leads ethically and with integrity	AF/I/R
Adaptive and responsive to change	AF/I
Possess excellent written and oral communication skills	AF/I/R
Possess high- level interpersonal skills with the ability to inspire and motivate others	AF/I/R
Ability to influence effectively at all levels of an organisation	AF/I
Creativity in their approach to problem solving	AF/I/R
An excellent team player	AF/I/R
Ability to hold others to account; including senior leaders	AF/I/R
Ability to work accurately and with attention to detail	AF/I/R
Ability to identify work priorities and manage own workload and that of others	AF/I/R
An understanding of and commitment to safeguarding issues and promoting the welfare of children and young people	AF/I
A strong track record of school-to-school support as an NLE with measurable impact	AF/I
An understanding of a variety of MAT structures and growth models	AF/I

Work-related circumstances	Method of Assessment
Able to manage working hours flexibly to meet the demands of the role	AF/I
Willingness to undertake further professional development	AF/I
Willingness and ability to travel to all work locations within the trust and outside of the city where required	AF/I
Commitment to Nova Education Trust's vision and principles	AF/I
Where appropriate, the ability to work at times convenient to the Local Governing Bodies, including evening meetings	AF/I

Equal opportunities and safeguarding	Method of Assessment
An understanding of safeguarding issues and promoting the welfare of children and young people	AF/I
A commitment to safeguarding students	AF/I
Suitability to work with children	AF/I
A commitment to equal opportunities and the principles of EDI	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice	AF/I

Key

AF = Application Form

I = Interview

R = Reference

Application details

How to apply

Candidates should apply for this role through our website at novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees.

Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

The closing date for applications is **Friday 13 October 2023**.

Interview

Interviews will take place **w/c 16 October**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nova Education Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).



“The staff are always available and the support level has always been fantastic. We’ve found that the school concentrates on the ‘whole child’ rather than just the academic side, which to me is very important. My children wouldn’t want to go to school anywhere else!”



Nova Education Trust

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