



## **DIRECTOR OF SCHOOL IMPROVEMENT RECRUITMENT PACK**

Dear Applicant

Thank you for your interest in the position of Director of School Improvement at Tyne Coast Academy Trust. We are immensely proud of the Trust and of the service we provide to our children and the wider community. The Trust currently consists of five schools (two secondary schools, a UTC and two primary schools) located across three Local Authorities in the North East of England. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College a world class college with a reputation for excellence.

The vision of the Trust is to be an outstanding MAT, providing world class education and training. The Trust has strong values as an employer and learning organisation and the Trust's strategic aims are to:

- Deliver the highest quality of education for all students.
- Work effectively to improve standards across all schools, leading to improving outcomes for all.
- Develop strong, inclusive and challenging governance that works in partnership with the communities we serve, employers and other agencies.
- Be financially sound and use resources effectively; to provide outstanding value for money and create high-quality learning environments.
- Ensure all staff – teaching and non-teaching – are skilled, committed and have access to high quality professional development.

As Director of School Improvement, you will have the opportunity to work closely with the Deputy Chief Executive to build on the existing foundation of quality education and drive sustained improvement across our schools. You will be responsible for leading the support, advice and guidance that enables our schools to succeed and improve so that we can deliver the best possible educational experiences for all of our children and young people. You will be supported in these efforts by the Trust Board, the Chief Executive, Deputy Chief Executive, a growing central team, dedicated staff in our academies and our local communities. You will be able to demonstrate that you care fundamentally about students, staff and the role of education. You will always drive for high standards in all areas and have the experience, skills and drive to enable others to have the same ambition.

This is an ambitious role with high expectations, but it will be an exciting and immensely rewarding role, in which you will build on current good practice to further develop and improve the Trust.



Tyne Coast Academy Trust, St. George's Avenue  
South Shields, NE34 6ET



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Wales; Company number 08313162

CLASSIFICATION: 2 - Internal or Non-Confidential

Please visit our Trust website at [www.tynecoastacademytrust.co.uk](http://www.tynecoastacademytrust.co.uk) where you will find further information about TCAT and links to individual academy websites.

You can find a job description, person specification and further information on the Trust at <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Melissa Dobrianski, Head of HR & Business Operations [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk) Our Deputy Chief Executive, Mike Collier would be happy to speak to you about the post, to arrange this please also contact Melissa Dobrianski who will make the necessary arrangements

We look forward to receiving your application by 12pm on Friday 24 March 2023. Please use the application form provided. In addition, please write a covering letter indicating how your experience to date has prepared you for this role. Please send your completed application form and covering letter by email to [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk)

Yours faithfully



Dr Lindsey Whiterod  
Chief Executive (Tyne Coast Academy Trust)

Yours faithfully



Mr Les Watson  
Chair of Trustees (Tyne Coast Academy Trust)

## **Tyne Coast Academy Trust**

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

### **Our Vision**

To be an outstanding MAT, providing the best education, training and outcomes for all of our students.

### **Our Mission**

To ensure we achieve our vision; thereby meeting the needs and aspirations of all of our students and making them able to meet the challenges of the future.

### **Our Values**

In achieving our vision, we will continually demonstrate the following core values:

- To celebrate diversity in all its forms
- To always act with integrity and fairness
- To be inclusive in our approach to learning

These values will be underpinned by the following principles:

- To examine the environmental consequences impact of all we do.
- To be excellent in all that we do.
- To developing strong relationships with all of our pupils, listen actively to their views and never give up on them.
- Value and respect the professionalism, commitment, and excellence of all our staff and volunteers.
- To embed all we do in the local community.
- To make a significant positive impact on the local, regional and national economy

### **Strategic Aims**

In achieving our vision our strategic aims are to:

- Deliver the highest quality of education for all students.
- Work effectively to improve standards across all schools, leading to improving outcomes for all.
- Develop strong, inclusive and challenging governance that works in partnership with the communities we serve, employers and other agencies.
- Be financially sound and use resources efficiently; to provide outstanding value for money and create high-quality learning environments.
- Ensure all staff – teaching and non-teaching – are skilled, committed and have access to high quality professional development.

## The Application Process

Thank you for your interest in joining Tyne Coast Academy Trust.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

### The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined, and shortlisting will take place. You will be notified by email if your application has been successful, and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview, you will be asked to bring various forms of identification and original certification as declared on your application.

### Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a conditional verbal offer of employment, which will be followed up with a written conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

### Further Information

For further information please contact Melissa Dobrianski, Head of HR & Business Operations at [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk)

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.



Tyne Coast Academy Trust represents the joining of schools across the north east region who share a collective vision for excellence in education at all stages. Our family of schools work together to achieve our mission to provide the highest quality education, training and outcomes for all of our students enabling them to meet the challenges of the future. The Trust currently consists of five schools and also benefits from being in the unique position of being sponsored by Tyne Coast College a world class college with a reputation for excellence. The Trust has a strategically developed growth plan to increase the size of the MAT which will provide excellent career development opportunities.

### **Director of School Improvement L15 – L19 £62,561 - £69,022 per annum**

This is an exceptional opportunity which represents part of our further evolution as a Trust for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon children's learning, helping to shape our Trust's future. They will work closely with our Deputy Chief Executive to be part of the Trust's central leadership team, playing a key role in shaping our Trust as we grow. The role will work closely with Headteachers and school senior leadership teams to build upon the existing foundation of quality education and drive sustained improvement across our schools, both at strategic level as well as ensuring consistency and impact at school level.

The Director of School Improvement will be responsible for leading the support, advice and guidance that enables our schools to succeed and improve so that we can deliver the best possible educational experiences for all of our children and young people. They will facilitate school-based improvement, developing Trust wide strategies, systems and processes with a balance between standardisation and a celebration of each school's uniqueness. The post will lead the Trust wide strategy for School Improvement working with the Deputy Chief Executive to ensure it is at the forefront of Trust wide strategic planning and decision making.

An experienced professional, committed to improving the life chances of children and young people, you will have a strong track record of school improvement, ideally across both primary and secondary phases and have the ability to successfully lead a team of staff across the Trust whilst also securing the confidence and trust of Headteachers/Principals, Governors, Trustees and external stakeholders.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. You will also receive consistent support from a dedicated CEO, Deputy CEO, Trustees, central trust team and Head Teachers / Principals.

If you would like a discussion about this post with Mike Collier, Deputy Chief Executive, please contact Melissa Dobrianski by emailing [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk)

The deadline for applications is 12pm on Friday 24 March 2023 and interviews will take place week commencing 27 March 2023. Please return completed applications to [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk)

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Melissa Dobrianski, Head of HR & Business Operations at [mdobrianski@tynecoastacademytrust.co.uk](mailto:mdobrianski@tynecoastacademytrust.co.uk)



## **JOB DESCRIPTION**

**Job Title:** Director of School Improvement

**Salary:** L15 to L19

**Accountable To:** Deputy Chief Executive

## **JOB PURPOSE**

The Director of School Improvement will be responsible for leading on the development of the Trust's school improvement strategy, action plan and framework. Delivering and coordinating school improvement support for schools across the Trust and development and delivery of quality assurance systems across the Trust. This will include ensuring Headteachers and Senior Leadership Teams receive the appropriate balance of challenge, support and personal development.

The Director of School improvement will lead on quality assurance and school improvement, developing a balance between standardisation and a celebration of each schools' uniqueness.

The Director of School Improvement will welcome strong governance, working with Trustees and Local Governing Bodies to ensure school improvement.

## **KEY RESULT AREAS**

### **Main Duties**

- Provide quality assurance to TCAT schools, accountable for the performance of each school.
- Provide school improvement capacity to schools, enhancing the leadership capacity of the school and enabling rapid and sustainable improvement.
- Work with the DCEO to develop and deliver the Trust's school improvement strategy, action plan and framework.
- 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.
- Identify best practice across the Trust and facilitate meaningful collaboration.
- Form part of the Education Leadership Team within the Trust, contributing to the strategic leadership and development of education across the Trust.
- Line management of identified staff.



## **Strategic Leadership and Development**

- Act as a 'critical friend' and provide effective professional challenge and support to the DCEO and Trust Headteachers.
- Whole Trust strategic leadership responsibility for school improvement, providing a clear vision and strategy for development and ensure they are implemented effectively at school level.
- Lead Headteacher Groups, providing clear communication, strategy, professional learning and promoting the sharing of best practice.
- Work alongside the DCEO and CEO to support the growth of the Trust, through engagement in LGB and consultation meetings and completion of effective due diligence.
- Engage with key stakeholders including the Regional Director, DfE and Ofsted.
- Ensure that trust-wide planning takes account of the diversity, values and experience of every school and its wider community.
- Work with the DCEO and Head of HR and Business Operations to develop trust-wide succession planning, talent spotting and continuous professional development programmes, investing in our staff to enhance the quality of provision across the Trust.
- Ensure all schools are 'Ofsted-ready' and that self-evaluation is rooted in sound evidence of impact.
- Develop Trust wide networks and a shared culture that enables staff at all levels to work collaboratively, develop joint practice, celebrate success and accept responsibility for outcomes.
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Respond speedily to address underperformance in any of the Trust schools.
- Further develop Trust wide systems to support teaching and learning.
- Develop and refine efficient and informative reporting of schools' performance, appropriate for the different audiences which require information.
- Keep abreast of developments locally, regionally and nationally attending relevant meetings and CPD.
- Provide training as required to Trustees, governors, Headteachers/Principals and other academy staff.

## **School Improvement**

- Lead quality assurance and school improvement work across Trust Schools to include the following:
  - Full day visits to schools, delivering consistent quality assurance and monitoring activity.
  - Provide appropriate challenge and support to school leadership teams.
  - Ensure that school improvement priorities are appropriate and in line with the evaluation of the school.

- Through quality assurance activity, clearly identify and communicate individual school and whole Trust priorities and risks.
- Ensure all schools are 'Ofsted ready' achieving the aim that all academies maintain at least a 'good rating' with the ambition to become 'outstanding'.
- Support and challenge high expectations for all students and staff.
- Effectively monitor the quality of teaching and learning in all schools, ensuring teaching is consistently good or better and any underperformance is effectively challenged and supported.
- Work across all schools, balancing standardisation with a celebration of each school's uniqueness.
- Coach, develop and grow leaders from within the organisation.
- Broker and monitor any targeted system leadership or external school improvement support to respond to the priorities identified in each school.
- Work with the DCEO and wider Trust leadership team to ensure the Trust is successfully impacting on all schools.
- Share successful school improvement strategies to enable good practice to be spread across all schools.
- Work with leaders, governors and trustees to enable them to undertake effective and accurate self-evaluation against the expectations of the Ofsted framework.
- Support the identification of talent within all schools and contribute to their effective deployment across the Trust.
- In response to quality assurance activity, provide additional leadership capacity to support and drive rapid and sustained improvement in our schools. This will involve the following:
  - Provide additional leadership capacity to identified 'at risk' schools.
  - Provide challenge and accountability to Headteachers.
  - Support the growth and development of Headteachers.
  - Enable Headteachers and Senior Leadership Teams to clearly identify priorities for improvement and provide challenge and support across the school.
  - Identify and model innovative approaches to teaching and learning and school improvement.
  - Be accountable for improvements in Trust schools.
  - Develop trust-wide networks and a shared culture that enable staff at all levels to work collaboratively, develop joint practice, celebrate success, and accept responsibility for outcomes.
  - Encourage and promote innovation in educational provision through enquiry-led practice, ensuring that the schools can meet changing needs and demands consistent with government guidelines and requirements.
  - 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/DCEO, Trust Executive Team and the Trust Board on the quality of education and the impact of school improvement activity.

**N.B. All posts are required to work flexibly in order to meet the needs of TCAT on a corporate basis.**

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT, it must be accepted that, as TCAT's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the HR Manager.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.





## PERSON SPECIFICATION – DIRECTOR OF SCHOOL IMPROVEMENT

|    | CRITERIA   | Essential/Desirable | Where assessed |
|----|--|---------------------|----------------|
|    | <b>Qualifications and Education</b>  |                     |                |
| 1  | Educated to degree level   | E                   | A/C            |
| 2  | Qualified Teacher Status (QTS)   | E                   | A/C            |
| 3  | Qualified Ofsted Inspector   | D                   | A/C            |
| 4  | Professional development tailored to senior leadership e.g. NPQH   | D                   | A/C            |
|    | <b>Experience and Knowledge</b>  |                     |                |
| 5  | Demonstrable experience of senior leadership in education with thorough knowledge of the statutory requirements, frameworks and legislation applicable to Multi Academy Trusts and the wider educational landscape | E                   | A, I, R        |
| 6  | Consistent track record at a senior level of school improvement  | E                   | A, I, R        |
| 7  | Experience of successful involvement in Ofsted inspections   | E                   | A, I, R        |
| 8  | Experience of working collaboratively with senior leaders in other schools to achieve shared priorities and/or of supporting other schools   |                     |                |
| 9  | Experience of working with Local Governing Boards, Trustees, Executive Teams and external stakeholders   | E                   | A, I, R        |
| 10 | Experience of successful contribution towards school self-evaluation   | E                   | A, I, R        |
| 11 | Experience of accurately analysing and interpreting quantitative and qualitative data to evaluate school performance and identify school improvement priorities  | E                   | A, I, R        |
| 12 | Up to date knowledge and understanding of pedagogical and curriculum strategies  | E                   | A, I, R        |
| 13 | Proven track record of developing and successfully implementing whole school strategies to rapidly improve student outcomes  | E                   | A, I, R        |
| 14 | A thorough understanding of how young people learn and the core features of effective curriculum planning, delivery and assessment   | E                   | A, I, R        |
| 15 | Wide, current knowledge and understanding of national and local education policy and research and how it translates into the schools'/trusts context   | E                   | A, I, R        |
| 16 | A strong track record of school-to-school support, as an NLE or SLE with measurable impact   | D                   | A, I, R        |
|    | <b>Skills</b>  |                     |                |
| 17 | Excellent communication skills and the ability to develop strong professional relationships  | E                   | A, I, R        |
| 18 | Skilled in coaching, developing and enabling others  | E                   | A, I, R        |
| 19 | Able to delegate effectively and manage the performance of others  | E                   | A, I, R        |

|    |   |   |         |
|----|---|---|---------|
| 20 | Able to drive forward strategic priorities and translate these into practical actions which enables staff and students to succeed and maximise impact | E | A, I, R |
|    | <b>Personal Attributes</b>  |   |         |
| 21 | A commitment to safeguarding and promoting the welfare of children and young people   | E | A, I, R |
| 22 | Models good practice and leads by example with integrity, positivity, resilience and clarity  | E | A, I, R |
| 23 | Highly effective, adaptive and credible leader, who inspires the respect and support of others and is a strong visible presence for the Trust         | E | A, I, R |
| 24 | Personal integrity and a commitment to fairness and equality  | E | A, I, R |
| 25 | Passionate about improving the quality of education and education outcomes for all students   | E | A, I, R |

**Key: Where Assessed**

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.