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**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.