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**T.E.A.M EDUCATION TRUST**

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| **JOB DESCRIPTION:** | **Education & Primary Improvement Manager.** | |
| **Contract:** | **Permanent / Full time** | |
| **Salary:** | **Salary Negotiable based on Leadership scale.** | |
| **Core Purpose:** | 1. To work with the Director of Education & Achievement, the Education team and senior leadership team in each of the primary schools to support with the design and delivery of the curriculum; ensuring a consistency of approach, and that all aspects of the curriculum are outstanding 2. To work across the primary schools in the MAT to improve the quality of teaching and learning 3. To identify, lead or support with any necessary training for teachers and/or TAs 4. To provide hands-on support within academies where urgent intervention is required 5. To collaborate, where necessary, with Trust schools and external partners to improve the primary curriculum and deliver training on various aspects of the curriculum 6. To advise and support common assessment processes and procedures ensuring a consistent approach that leads to improved outcomes 7. Attend, contribute and present at various leadership meetings during the course of an academic year (for example: Trust executive meetings, primary principal meetings, primary CPLD sessions, LGB and Trust board meetings) 8. To keep up to date with new and relevant research regarding all aspects of the primary curriculum 9. To support the primary schools with preparation for QA processes (both internal and external QA, audits, including Ofsted) | |
| **Reporting to** | Director of Education & Achievement | |
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| **Liaising with** | Director of Education & Achievement, Senior Leaders, Principals and other relevant staff and partners, including education providers | |
| **Teaching and Learning** | * To support the development and enhancement of the curriculum in the primary provision across the TEAM Education Trust through working with individuals and school leaders, providing specialist guidance on resources, schemes of work, marking policies and teaching strategies. * To assist in the design, development and delivery of CPLD programmes, through individual programmes or whole school sessions. * To plan and prepare training for teachers to enable them to deliver effective lessons * To role model, demonstrate and advise on outstanding teaching where required * To provide advice on the effective use of data * To keep up to date with national developments in teaching practice and methodology. | |
| **Leadership and Management** | * Promote a culture of outstanding teaching and learning across TEAM Education Trust and beyond. * Promote and ensure the delivery of quality standards of training and continuous improvement in all areas of responsibility * To work with primary school partners to improve outcomes * To conduct observations and other learning evaluation strategies in accordance with improvement plans. * To participate in ‘learning walks’ and other learning evaluation strategies in order to identify improvement areas. * Undertake audits, providing school leaders with areas of underperformance and plans and strategies to support improvements. * To develop quality assurance, monitoring and support systems to monitor the quality of training and development provided. * To identify, communicate and mitigate risk. | |
| **Curriculum** | * To advise on the primary curriculum as an experienced practitioner and senior leader. * To actively monitor and maintain up to date knowledge of relevant education policy, developments and initiatives at national, regional and local levels. * To develop appropriate resources, learning and teaching strategies. * To maintain accreditation with the relevant external and validating bodies. | |
| **Staff Development** | * To develop, support with and deliver CPLD programmes for trust staff. * To undertake performance management review(s) and to act as reviewer for identified staff, if required, ensuring CPLD needs are addressed * To attend and contribute to strategic meetings in which expertise is shared with primary leaders * To develop a reflective culture where we value the opportunity of other practitioners observing lessons * To work with colleagues to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. | |
| **Management of Resources** | * To manage available resources effectively, if required, to improve the primary curriculum provision | |
| **Operational** | * To promote teamwork and motivate staff to ensure effective working relations. * Develop and maintain effective processes for communication and consultation across the Trust. * To support the Multi-Academy Trust, as a specialist practitioner, in the development of the Trust and any transition processes for schools joining the Trust. | |
| |  | | --- | | **Other Specific Duties**  All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. | | Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the CEO / Director of Education and Achievement to undertake work of a similar level that is not specified in this job description. | | |

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| **T.E.A.M EDUCATION TRUST**  **Person Specification – Education & Primary Improvement Manager** | | |  |
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| School Improvement Advisor | | |  |
|  | **ESSENTIAL** | **DESIRABLE** |  |
| **Qualifications & Experience** | * QTS registered & leadership qualification * an excellent track record of recent, relevant professional development * accountability for the performance of a cohort of young people and staff groups * evidence of effective inclusive teaching and performance * Significant Senior Leadership experience (primary) | * innovative use of resources * taking accountability for the success of an initiative * experience of providing pastoral support to students * coaching qualification | A |
| **Knowledge & Understanding** | * the principles and characteristics of outstanding teaching and learning * the principles and practices of planning and delivery * effective review and evaluation procedures * innovative approaches to working with students, staff, partners and the local education community * a commitment to inclusive education and safer working practices * the application of ICT, literacy and numeracy to outstanding teaching. | * different methods of consulting with stakeholders | A/I/R |
| **Personal Qualities and Skills** | * ability to inspire confidence in staff, students, parents and others * set high standards and provide a role model for students and staff * enjoyment and commitment to staff development * enjoyment in working with young people * adaptability to changing circumstances/new ideas * reliability, integrity and stamina * vision, imagination and creativity * personal impact and presence * prioritise, plan and organise * Trust values | * personal ambition and potential for further promotion * determination to succeed and the highest possible expectations of self and others | A/I/R |
| **Communication Skills** | * communicate training programmes and plans * deliver training, CPLD and support the development of others * negotiate and consult fairly and effectively * communicate effectively orally and in writing to a range of audiences | * develop, maintain and use an effective network of contacts * motivate all those involved in the delivery team * liaise effectively with other organisations and agencies | * A/I/R |
| **Decision Making Skills** | * make decisions based on analysis, interpretation and understanding of relevant data and information * demonstrate good judgement | * think creatively and imaginatively to anticipate, identify and solve problems | A/I/R |
| **Self Management Skills** | * prioritise and manage own time effectively * work under pressure and to deadlines * ability to use own initiative | * achieve challenging professional goals * take responsibility for own professional development | A/I |
| **Team Working skills** | * work effectively as a member of a team * deal sensitively with people and resolve conflicts * seek advice and support when necessary | * motivate all those involved in the delivery team * liaise effectively with other organisations and agencies | A/I/R |

**Key:**

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| **A** | **Application** | **I** | **Interview** | **R** | **Reference** |

**SAFEGUARDING**

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people;

Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Emotional resilience in working with challenging behaviours; and

Attitudes to use of authority and maintaining discipline. TEAM Education Trust is committed to the safeguarding and wellbeing of all the staff and students in our community.  All staff and volunteers working in our schools are required to demonstrate they have the ability to work in a way that promotes the safety and wellbeing of children and young people.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.