T.E.A.M EDUCATION TRUST

**Job Description: Education & Improvement Manager: Primary Development Role with Leadership responsibility at Whaley Thorns**

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| Grade | **Leadership – point negotiable dependent upon experience** |
| Responsible to | **CEO / Principal** |

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|  **Vision and Purpose** |

To work with the Director of Education & Achievement, the Education Team and senior leadership teams in our 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. Working across the primary schools in the MAT to improve the quality of teaching and learning and identifying, leading or supporting with any necessary training for teachers and/or TAs

To advise and provide support within schools where urgent intervention is required and to collaborate, where necessary, with Trust schools and external partners to improve the primary curriculum and deliver training on various aspects of the curriculum. To advise and support common assessment processes and procedures ensuring a consistent approach that leads to improved outcomes

The post holder will be an aspiring leader who has expertise and a passion for Primary Education and Development. They will first and foremost be an excellent teacher who has high expectations of all pupils. The successful candidate must be able to build effective relationships, have sound curriculum knowledge and have the capacity to inspire and motivate others through the effective use of coaching and mentoring.

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| **Main duties and responsibilities** |

**Teaching and Learning**

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|  | * To keep up to date with new and relevant research regarding all aspects of the primary curriculum
* To support the primary schools with preparation for QA processes (both internal and external QA, audits, including Ofsted)
* 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 role model, demonstrate and advise on outstanding teaching where required
* Have a thorough knowledge of what constitutes excellent teaching and learning and be an outstanding practitioner
* To keep up to date with national developments in teaching practice and methodology.
* Demonstrate awareness of pupils’ learning needs and consistently use this knowledge to plan, teach and assess lessons in line with the curriculum objectives in class and elsewhere
* Understand and apply the principals of good classroom management and understand and apply a range of appropriate teaching strategies

**Leadership and Management** |
|  | * Promote a culture of outstanding teaching and learning across TEAM Education Trust and beyond
* Build team commitment with colleagues and in the classroom
* Inspire trust and confidence in pupils, parents and colleagues
* Work with primary school partners to improve outcomes
* Participate in ‘learning walks’ and other learning evaluation strategies in order to identify improvement areas
* To develop quality assurance, monitoring and support systems to monitor the quality of training and development provided
* Bring energy, enthusiasm and new ideas to the Leadership Team
* Be a forward-thinking leader who has a deep commitment to Whaley Thorns and Trust’s Vision and Values
* Have strong leadership presence and be an advocate across school

**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 school and wider trust staff.
* 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.
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| **General duties and responsibilities** |

* Compelling and committed communication of the TEAM vision and values
* Drive strategic leadership throughout the Trust’s development and Improvement Teams
* Empower all staff and students to excel in their work, study and achievement

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| **Data Protection and Safeguarding** |

* Work within the requirements of GDPR at all times
* Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue /concerns
* Remain vigilant to ensure all students are protected from potential harm
* Has up to date knowledge of relevant legislation and guidance in relation to working with young people
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

**General**

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties commensurate within the grade.

The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

The appointment is subject to the current conditions of employment for teachers contained in the current School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status as appears in the Teachers’ Standards Framework (2012) and any other current applicable legislation.

The School and TEAM Education Trust reserves the right to amend the job description at any time after consultation with the post holder.