



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

# Director of School Improvement

Application Pack

March 2023



A deep partnership between our schools in which our children and young people flourish

## Welcome from the Chief Executive, Gary Lewis

Dear Applicant,

Thank you for your interest in the role of Director of School Improvement. This is a key role for us and will involve the person appointed in the strategic leadership of education improvement across our Trust, with a particular focus on Primary-phase Quality of Education. The successful candidate will also be a member of the Trust's Executive Central Team and play a major part in the development and implementation of strategy across the whole spectrum of our activities.

Since LSP was started in 2016 we have experienced rapid growth. In February 2023 we number 29 schools with a further Secondary School scheduled to join us in April. By then we will have more than 12,000 pupils in our schools and more than 1,600 employees. The Trust has benefitted from investment through DfE grants (TCAF Jan 2023) and consequently we have been able to scale up our services in step with our numeric growth. The appointment of this post is part of that rescaling.

Our current Director of Education (Sharon Roberts) leaves us at Easter. The restructuring of our education team sees us move to a flat structure with four directors, each leading on a key area of activity. I will be the line manager for this post and the whole team but I will be looking for someone who is clear in their own thinking and who is a 'self-starter'. We will need a leader who has high standards and who can bring an 'inspector's eye' to school standards.

Our Heads are very eager to work with a new Director of School Improvement with the authority that comes from an impressive personal track record of impact at scale: someone who has had real impact on the quality of education that children experience in school.

We also need someone who has excellent interpersonal skills and who will work effectively with our Headteachers, who are our key partners and stakeholders.

Elements of the role may be negotiable with an outstanding candidate including core hours and the additional whole Trust responsibilities.

I hope that you are interested and decide to apply. In the pack you will find the advertisement, a job description and person specification. If you wish to visit one of our schools or discuss the role informally with me prior to making an application, please contact my assistant, Diane Logan [dlogan@lsp.org.uk](mailto:dlogan@lsp.org.uk).

Applications should be submitted with covering letter (no more than two sides of A4) addressing the person specification and setting out your thoughts on how quality assurance can develop a culture of sustained excellence. Once completed, application forms should be emailed to [hr@lsp.org.uk](mailto:hr@lsp.org.uk) by 12 noon on Monday 20th March. Interview dates to be confirmed but likely to be Tuesday 28th and Wednesday 29th March.

Yours sincerely,

Gary Lewis, Chief Executive



# Job Advert

**Job Title:**

Director of School Improvement

**Contract:**

Permanent from 1st September 2023 (or earlier if possible), full-time, all year round

Salary: L23-27 (£76,122 - £83,956 )

**Lighthouse Schools Partnership is a Multi-Academy Trust. There are currently 29 schools in the Trust with another joining in April 2023.**

The Trust is cross-phase and includes Infant, Junior, Primary and Secondary schools. Lighthouse Schools Partnership is a mixed MAT and includes both non-denominational and Church of England schools.

We are looking for an educational leader with vision and energy to contribute to and deliver the Trust's strategy on School Improvement. The person appointed will also have line management responsibility for a number of schools and will lead the Trust's work in Quality Assurance, Peer Review and leadership support for schools in primary –phase.

The post will report to the Chief Executive. Success in the role will be demonstrated by our schools' educational outcomes, in progress towards their Development Priorities and in feedback from our Headteachers and key stakeholders.

The new Director of School Improvement will join the LSP Executive Team comprised of the CEO, CFOO, Head of HR, Head of Trust Services, Director of Learning (Currently Deputy Director of Education), Director of Inclusion (currently Deputy Director of Education) and Director of Secondary Education (new post). The school improvement partner roles will in most cases be delivered by the four education team directors, but we have also worked with employed and outsourced school improvement advisors.

**Key aspects of the job role include:**

- Developing, owning and implementing the Trust's School Improvement strategy;
- Developing and leading the Trust's policy and systems for Leaders' and Teachers' Appraisal;
- Reporting outcomes from School Improvement to the Board of Trustees and accounting to the Board for quality improvements in schools;
- Identifying schools with vulnerabilities and supporting Heads in developing strategic and practical responses to mitigate risks;
- Providing School Improvement guidance to a designated case load of primary phase schools;
- Ensuring that preparation for (and follow up to) all Ofsted inspections is thorough, robust and leads to the best possible outcomes;
- Supporting schools during Ofsted inspections;
- Line managing a number of Headteachers in partnership with the Chairs of Governors;
- Supporting the induction, training and appointment of new Heads;
- Play a full part in the work of the Trust's Executive Team;
- Other whole Trust responsibilities will be negotiated with the successful candidate to take account of prior experience and interests.





**Closing Date:**

Noon Monday 20th March 2023

**Interview Dates:**

TBC

**Address:**

Lighthouse Schools Partnership, St Marys Road,  
Portishead, Bristol ,BS20 7QR

**Tel:**

01275 841396

**Email:**

[hr@lsp.org.uk](mailto:hr@lsp.org.uk)

**Web:**

[www.lsp.org.uk](http://www.lsp.org.uk)

**To be considered for this role you should have:**

- A deep commitment to the education and well-being of children and young people;
- Education to degree level and QTS;
- Extensive experience working as a Headteacher;
- A track record of raising standards;
- Experience of providing school improvement advice to schools;
- Excellent communication skills;
- A collaborative approach.

For an informal discussion, please contact Gary Lewis (Chief Executive) on 01275 841396.

Lighthouse Schools Partnership offers an excellent benefits package including contributory pension scheme (in either LGS or TPS) and a comprehensive employee assistance programme and benefits (offering discounts on shopping etc).

Further information about the Trust is available on our website. In particular, our [Education Strategy](#), [SEND Policy](#) and [Strategic Plan](#) will be of interest to applicants.

**How to apply:**

Please find the application form following the Trust website link <https://www.lsp.org.uk/index.php/vacancies/>.

Applications should be addressed to Gary Lewis, Chief Executive and submitted with covering letter (no more than two sides of A4) addressing the person specification and setting out how you would make a positive difference in this Trust. Once completed application forms can be emailed to [hr@lsp.org.uk](mailto:hr@lsp.org.uk).

*Lighthouse Schools Partnership trust supports Equal Opportunities Employment.*

*This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced DBS checks are required for all successful applicants.*

# Job Description

**Job Title:**

Director of School Improvement

**Location:**

Any Lighthouse Schools Partnership location with office base at Gordano School in Portishead

**Salary Range:**

Salary: L23-27 (£76,122 - £83,956 )

**Reports to:**

Chief Executive Officer

**Key purpose:** to effect consistent improvement across Lighthouse Schools Partnership in order to secure the very best outcomes (better progress than that achieved nationally) for pupils.

**Scope:** the role is Trust-wide. The post-holder will have full responsibility for strategy and delivery of the school improvement function with primary-phase schools and will collaborate with the Director of secondary to ensure that the secondary school improvement offer is of equal high quality and coherent with the Trust strategy.

**Main Responsibilities and Duties**

- Strategically plan and manage the delivery of the school improvement offer, including the work involving consultants and education advisers.
- To support and challenge schools to improve pupil and staff performance ensuring that challenging school targets are set and met.
- Take responsibility, with the Chief Executive, for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes.
- Develop and implement effective reporting of quality assurance findings to the Chief Executive and the Board.
- Oversee the work of colleagues who provide School Improvement advice (peers in the central team, Headteachers and external contractors)
- Work with the Trust Head of HR to develop and implement effective Appraisal systems for leaders and teachers across the Trust
- To provide line management to a small number of primary headteachers.
- Be an active and effective contributor to the Lighthouse Schools Partnership Central Team and be in attendance and contribute to Board meetings (as required).
- Lead briefings and training on school improvement, inspection and other accountabilities.
- To contribute to policy updates and newsletters to Headteachers and governors ensuring that they are informed of relevant developments.
- To support the induction, training and appointment of new Heads
- To represent the Trust at meetings with the DfE, RD and other parties.
- Deputise for the Chief Executive when necessary





# Job Description

**Resources:**

General office equipment. A laptop is also provided.

**Working Environment:**

Work within the normal academic/managerial environment, with office space and use of a PC/laptop workstation. Travel and work from the various sites of the Trust.

To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Chief Executive.

**Special Notes or Conditions:**

The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.

The post holder will have the opportunity to make a significant difference to the quality education across the Trust.

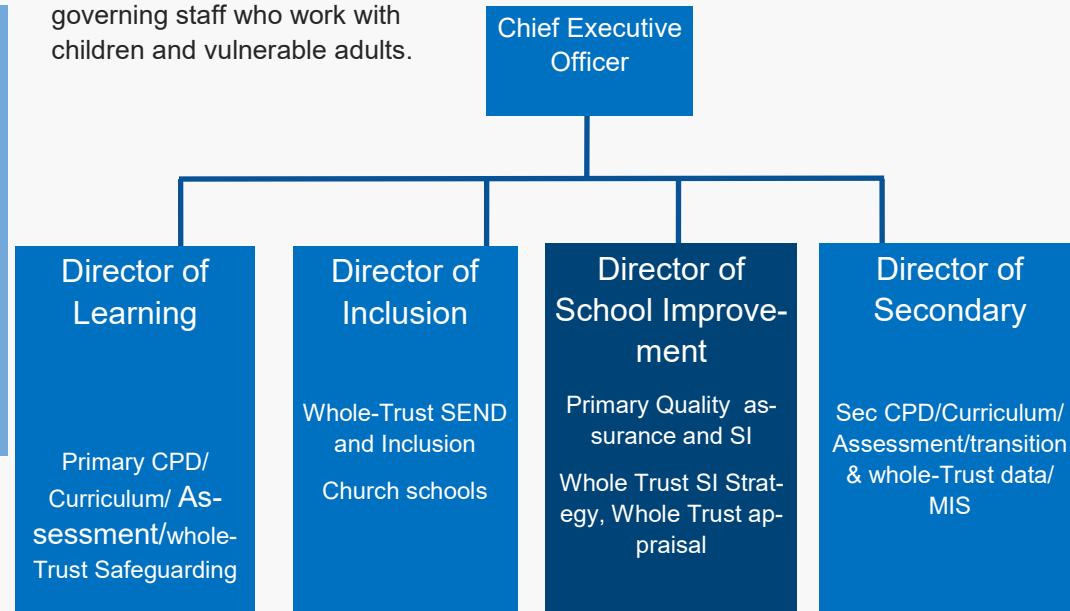
The post holder will take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

The Director of School Improvement will conduct a number of HT appraisals on behalf of CEO.

The post holder will comply with all Trust's Health and Safety policies.

**Supervision and Management:**

The post holder will be line managed by the Chief Executive Officer.





# Job Description

## Key Contacts:

CEO, CFOO, Trustees, Directors in the Education Team, Headteachers, Local Governing Bodies, Department for Education, Ofsted, Local Authorities, Diocesan Education Department.

## Decision Making:

The post holder is a decision maker who:

- listens to, and takes account of the views of others;
- takes independent decisions and makes recommendations for actions that impact significantly on the Trust;
- takes independent and collaborative decisions relating to the strategic planning and management of the activities and workload of the Trust and its staff;
- contributes to joint decision-making with the Executive Central Team to ensure alignment with strategic priorities.





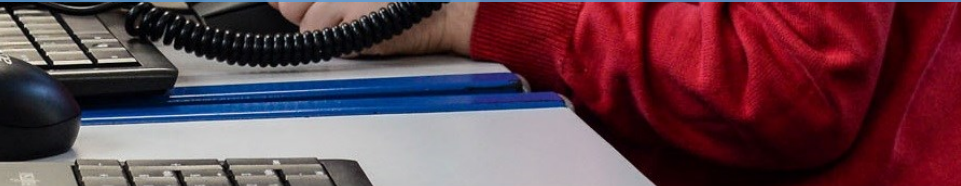
# Person Specification

Category	Essential	Desirable	Assessment WA – written application I – interview R - reference
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• QTS</li> <li>• NPQH or similar</li> <li>• Recent and relevant leadership development training</li> <li>• Recent and relevant training on curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Masters or higher level qualification</li> <li>• NPQEL or similar</li> <li>• Ofsted Inspection qualification</li> <li>• A track record of leading training or showcasing best practice</li> </ul>	WA WA WA WA
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>• Team-building skills</li> <li>• Excellent knowledge of Early Years and primary education</li> <li>• Knowledge of a wide range of school improvement strategies</li> <li>• Ability to think and plan strategically and creatively to solve problems</li> <li>• Ability to analyse data forensically and use analysis to inform improvement planning</li> <li>• Ability and willingness to hold others to account for their performance</li> </ul>		WA, R WA, I, R WA, I, R WA, I, R WA, I, R WA & R





# Person Specification



<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Successful experience of Headship in either several schools or in a large primary school (2 form entry or greater).</li> <li>• Track record of successfully leading school improvement as demonstrated by Ofsted judgments and/or student outcomes over time - you will show how you have sustained good or outstanding or moved a school to good or outstanding.</li> <li>• Track record of successful support of school improvement in other schools</li> <li>• Effective development of teams and leaders with impact on standards</li> </ul>	<ul style="list-style-type: none"> <li>• Work in challenging school environments which has led to rapid progress</li> <li>• Experience in Ofsted /SIAMS inspection</li> <li>• Experience in taking a school to outstanding</li> </ul>	<p>WA &amp; R</p> <p>WA &amp; R</p> <p>WA &amp; R</p> <p>WA &amp; R</p>
<p><b>Interpersonal skills</b></p>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Integrity and commitment to public education</li> <li>• Excellent written and oral interpersonal skills</li> <li>• Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy</li> <li>• Resilience and ability to learn from criticism/ failure</li> </ul>		<p>I</p> <p>I, R</p> <p>WA, I, R</p> <p>I, R</p> <p>I, R</p>



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