

Job Description	
Job Title:	School Improvement and Development Director
Hours of Work:	Full/Part Time
Responsible to:	Trinitas CEO
Functional Links with:	School Principals and Senior Leadership Teams, Trust Central Executive Team, Curriculum and Improvement Leads, Trustees, External Bodies and Support Services
Main Purpose of the Job:	
<p>The key purpose of the role is to effect consistent educational improvement across Trinitas Academy Trust in order to secure the very best for pupils</p> <p>As an integral member of the Executive Leadership team, the Director will lead, manage and co-ordinate the work of all colleagues involved in school improvement across all phases and have a strategic overview of school improvement across the Trust, ensuring that robust systems are in place</p> <p>Overall responsibility for the work of school improvement, safeguarding, quality assurance, standards, and overall effectiveness across all schools in the trust</p> <p>Line management responsibility of the Trust's lead for safeguarding</p>	
Major Duties & Responsibilities – Trust Level	
Lead the trust's data and quality assurance activities to ensure that TAT has live, accurate and forensic data on school performance, including attainment, progress, absence, and behaviour data, and ensure that all DfE, Ofsted, SIAMS, Board and central team requirements for data are met	
Using the information from forensic analysis of in-year progress across schools, strategically plan and manage the delivery of the school improvement offer to the trust's schools	
Lead and oversee the development of, and support for, pedagogical research	
Take responsibility, with the CEO and Principals for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the best possible outcomes	
Take strategic responsibility for promoting innovation in learning and teaching within the wider Agenda for enhancement of pupil experience	
As part of the Executive team, develop, implement, and evaluate policies and practice, specifically, those which focus on school improvement, teaching and learning and leadership development	
Develop effective communication styles to influence strategic direction and operational Objectives	
Understanding of the financial, legal, and political context of Multi Academy Trusts and their partners	
As required, to collate and provide information required for Trustees and the annual report	

Represent, as required, the Trust at meetings with the DfE, RSC and other parties
Provide strategic advice, and professional expertise and insight into the Trust's growth strategy, including involvement in the due diligence process for new schools
To oversee the programme of induction and professional development for ECTs across the Trust
Contribute to and support the delivery of the Trust's Business Plan and develop and lead on projects which address the strategic priorities of the Trust which are relevant to the role
Work with the Trust's lead for safeguarding to coordinate safeguarding across the Trust, ensuring that training is of a high standard and safeguarding policies and procedures are robust and applied consistently across the Trust
Major Duties & Responsibilities – School Level
Support and challenge schools to improve student and staff performance and behaviour. Ensure challenging school targets are set and met
Support schools to implement an exciting, stimulating and challenging curriculum for all pupils
Support and develop the talent of Trust staff and ensure high quality leadership within Trust schools. Keep the CEO up to date with school progress and development
Direct and ensure improvements in achievement for disadvantaged pupils
Provide advice and deliver challenge on a range of school improvement activities and issues that often require high-level problem-solving skills and innovative, creative solutions
Develop collaborative work between schools relating to school improvement and work with the CEO to develop and disseminate highly effective practice across the Trust in all phases
Use initiative to solve a wide range of issues, e.g. providing creative responses to new developments in learning and teaching; initiating activity when changes to the service would result in improved performance
Provide inspirational vision and leadership to Principals and school staff Raising standards of achievement and improving the quality of teaching, management and leadership in schools and ensuring high-quality provision and continuous improvement

Person Specification	Essential / Desirable
Qualifications	
Masters or higher-level qualification such as NPQH	D
Degree	E
QTS	E
Demonstration to commitment to ongoing professional development	E
Experience	
Successful experience of providing school improvement support to other schools	E
Track record of successfully leading school improvement as demonstrated by Ofsted judgments and / or student outcomes over time	E
Extensive understanding of teaching and learning and how to raise standards for all; including disadvantaged and SEND	E
Experience of leadership in a good or outstanding school / academy / trust	E
Successful leadership of a school through inspection / external scrutiny processes	E
Effective development of teams and leaders with impact on standards	E
Successful challenge of underperforming staff	E
Knowledge & Understanding	
Excellent knowledge and recent leadership experience of both secondary and primary education	D
Knowledge of a wide range of school improvement strategies	E
Keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning	E
Understanding of, and ability to implement rigorous self-evaluation	E
Strong knowledge and understanding of external assessment / examination and reporting measures	E
Skills & Abilities	
Excellent written and oral communication skills	E
Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy	E
Awareness of the importance of regular and transparent communication with colleagues	E
Able to produce high-quality, concise, and logical written reports	E
Ability to enthuse and motivate all staff enabling them to carry out their roles to the highest level through appraisal and CPD	E

