**INSPIRES MULTI ACADEMY TRUST**

School Improvement Lead – Job Description

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| Job Title | School Improvement Lead |
| Organisation | Inspires Multi Academy Trust |
| Area of responsibility | Standards and School Improvement  Leadership and Staff Development |
| Proposed Grade | L17-L23 |
| Responsible to | CEO and Board of Trustees |

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| **Job Purpose**  To lead the improvement of teaching and learning across the Trust’s primary schools, sharing best practices and raising educational standards. The role involves working collaboratively with school leaders and staff to drive school improvement initiatives and ensure high-quality education for all students. |

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| **Responsibilities**  **Leadership and Strategy:**   * Develop and implement school improvement strategies in alignment with the Trust’s vision and goals. * Work with school leaders to create and monitor school improvement plans. * Provide strategic direction and support to ensure continuous improvement in teaching and learning. * To lead on academy improvement and ensure that this is a continuous and sustained improvement, so that barriers to improvement are overcome effectively through leadership staff development programmes.   **Teaching and Learning:**   * Model outstanding teaching practices and support teachers in improving their instructional methods. * Facilitate professional development sessions and workshops for teachers and support staff. * Promote the use of evidence-based teaching strategies and innovative practices. * Establish a strategy to ensure implementation of the MAT curriculum and assessment programmes on behalf of the Multi Academy Trust. * Drive change in the quality of teaching and learning across the schools through the establishment of strategies and procedures. Leading training for targeted groups as required.   **Data Analysis and Assessment:**   * Analyse school performance data to identify areas for improvement. * Support schools in using data to inform instruction and track student progress. * Provide guidance on effective assessment practices and the use of formative and summative assessments.   **Collaboration and Support:**   * Foster a culture of collaboration and shared learning across the Trust’s schools. * Mentor and coach school leaders and teachers to build capacity and drive improvement. * Facilitate Trust forums and networks to share best practices and resources.   **Quality Assurance:**   * Conduct regular school visits monitoring the quality of teaching and learning utilising a range of evidence bases. * Provide constructive feedback and support to school leaders and teachers. * Ensure compliance with national standards and regulatory requirements.   **Stakeholder Engagement:**   * To build close working relationships with all Headteachers/ Heads of School and provide appropriate challenge and support. * Engage with parents, governors, and the wider community to support school improvement efforts. * Communicate effectively with all stakeholders to build trust and promote the Trust’s vision and values.   **Additional**   * To regularly report to the Standards Committee and Board of Trustees * To co-ordinate the Educational Standards and Attainment of all schools within the Multi-Academy Trust. * Accountable for ensuring a strategically robust process in supporting the Board of Trustees to manage and challenge the performance of Headteachers/Heads of Schools. * Report directly to CEO and Trustees, informed by timely, accurate information. * To be involved in policy development related to all aspects of academy improvement including safeguarding. |

**Responsibilities of all members of the Inspires Multi-Academy Trust Executive Leadership Team**

**Corporate Responsibilities:**

All Executive Leadership senior staff will operate as one leadership and management community, connecting across services and drawing together strategy and delivery as appropriate.

All Executive Leadership senior staff will fully engage with staff in schools to understand the detail of service delivery models and challenge the practice that exists in order to eliminate unnecessary processes and activities to minimise the resources necessary to deliver services to the schools across the MAT.

**Customers & Partners**

* Engage with and build positive relationships with all employees of the MAT to ensure that their requirements are at the centre of the design and delivery of provision in accordance with the MAT’s customer strategy.
* Ensure that the needs of everyone in the MAT are met by modelling behaviour that fosters equality of opportunity in service provision and employment.
* Contribute to the expansion, development and delivery of the MAT, enhancing the overall reputation of Inspires Multi-Academy Trust.
* Support the building of and promote successful partnership working with organisations and with service users to deliver more cost effective and valued services.
* Commission effective and efficient services through a range of direct delivery, innovative partnerships to develop the strength of the MAT.

**Leading Services**

* Ensure that the MAT performs its duties and functions in fulfilment of its statutory obligations. In pursuit of this responsibility, senior managers need to ensure that they and their relevant staff, keep abreast of the MAT’s legal obligations and mandates. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the MAT.
* Responsible for the managerial leadership of those services and functions that are set within the direction of this post as well as for Council services corporately. Promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.
* Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Board of Trustees and Members.
* Sustain and improve the overall reputation of the MAT and act in its best interests through effective representation with external representatives.

**Leading People**

* Demonstrate the MAT’s managerial leadership values and behavioural competencies – providing positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Leading people in an inclusive way to deliver strategic and operational objectives.
* Ensure that effective arrangements are in place to secure the overall well-being and the health & safety of all members of the MAT community.

**Performance and Risk**

* Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement.
* Provide managerial leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the MAT’s priorities.
* Improve the overall management of resources (financial, human and other) in serving the MAT.
* Discover new ways to reduce the cost of services to the schools and their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements; the smarter use of supply (through out-sourcing, co- sourcing and in-sourcing where appropriate); the better use of demand management; and improved asset management.
* Ensure that effective risk management arrangements are in place to minimise the MAT’s exposure to risk and uncertainty.
* Responsible for resilient business continuity arrangements and robust response and recovery arrangements in the event of emergencies and critical incidents locally – in accordance with the requirements of the MAT.
* Promote and ensure compliance with policies and procedures, all Statements of Required Practice for Managers and the MAT’s Code of Conduct.
* Take an active role in promoting and ensuring the MAT’s responsibilities for safeguarding are met for adults and children.

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* To abide by the Inspires Staff Code of Conduct, expectations of Culture and Dress Code at all times.

The Inspires Multi Academy Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Additional Information**

* Regular travel between schools within the Trust is required.
* Opportunities for ongoing professional development and training.
* This role is pivotal in ensuring the Trust’s primary schools provide high-quality education and achieve outstanding outcomes for all students. If you are passionate about school improvement and have the skills and experience to make a difference, we would love to hear from you.
* As part of the Inspires Multi-Academy Trust, you may be required to work or attend at any of the other schools in the trust as needs arise.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO and Trustees to carry out appropriate duties within the context of the job, skills and grade.

School Improvement Lead - Person Specification

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

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| **Qualifications** | Headteacher status |
| Degree and specialist/advanced level professional qualifications. |
| In depth knowledge of Ofsted criteria |
| **Experience** | Extensive experience of successful headship in educational settings. |
| Demonstrate success in establishing a performance culture, including service planning, target setting and performance management which leads to improved outcomes for pupils within schools |
| Demonstrate success as a system leader in schools showing significant influence and partnership of and with external collaborative partners to achieve agreed common goals. |
| Proven track record of successful school leadership and improvement with recent and relevant experience in leading professional development and coaching teachers. |
| **Skills and Abilities** | Ability to operate successfully within a complex and multi-agency environment through periods where change management experience was essential. |
| Excellent communication and interpersonal skills with high level oral, written and presentation skills, able to communicate effectively with a range of staff, managers and other stakeholders at all levels. |
| Ability to lead and develop the professional development of a ‘multi-level’ workforce through the use of coaching, mentoring, supervision and delegation. |
| Ability to effectively lead and manage a successful School Improvement Team. |
| Ability to work collaboratively and build effective teams. |
| Demonstrate understanding and skillset to design and implement initiatives that are program specific and bespoke to individual school and group needs |
| Strong analytical and problem-solving skills. |
| **Knowledge** | Extensive detailed knowledge of current primary education practice. |
| Extensive knowledge of curriculum models which will enable the post holder to provide accurate advice and challenge. |
| Extensive knowledge and understanding of the primary phase and current National and Local agendas relating to Early Years Foundation Stage, KS1 and KS2. |
| Detailed and in-depth understanding of the formative years of education (EYFS & KS1) with a high-performance track record |