



OWLS ACADEMY TRUST
RECRUITMENT PACK

School Improvement Lead For Primary Education OWLS Trust

INFORMATION FOR POTENTIAL CANDIDATES

Welcome from the Chief Executive Officer

Thank you for expressing an interest in the post of School Improvement Lead for Primary Education within the Oadby Wigston and Leicestershire Schools Trust (OWLS).

The OWLS Education Trust is a fantastic organisation to be part of. Founded in 2013, the OWLS is composed of nine primary schools in all based in Leicestershire. The current member schools are Glenmere, Langmoor, Little Hill, Fernvale, Hinckley Parks, New Lubbesthorpe, Ravenhurst, Hollycroft and Newland Primary Schools. Further schools have expressed an interest in joining us in the coming years. All schools within the Trust share a common vision and ambition to improve the life opportunities of all the children and young people in their community. What binds them is a strong sense of collective responsibility for the education of all children between 4 and 11 and our shared values. We work very closely with the Local Authority, and collaboration across our family of schools and our wider community sits at the heart of our values.

To continue our journey to develop a thriving partnership of excellent academies and deliver the best outcomes for our children and young people, we are looking for the right applicants who have:

- experience in school and strategic leadership
- a track record of improving attainment and transforming outcomes;
- experience of participating in the sustainable growth of a Trust or educational organisation from a fiscal and educational perspective;
- a clear understanding of the current education landscape and experience of working closely with key government departments, system leaders, local communities and other Trusts;
- credibility with staff, parents/carers, children and external partners; and
- resilience, integrity, vision, empathy and a sense of humour.

You will have gained from the website a snapshot of the culture, ethos, and support that we cultivate within our Trust. Life in the OWLS Trust is vibrant, dynamic and fast paced. Integral to the development of the Trust is the importance of building capacity, sharing best practice and promoting excellence in teaching and learning from the very start of the academic journey through to the age of 11 and beyond. We are passionate about developing the whole-child, through a high-quality curriculum and programme of character education that will enable each child to develop into a well-rounded and good citizen with a lifelong passion for learning and ambition to succeed.

We believe that at the heart of school improvement there is a need for a strong culture in which relationships are key to effective and productive collaboration. We are also keen to support the sustainability of our small local schools, ensuring equity of access to opportunities, curricular and noncurricular, particularly for those children and families who live in remote areas. As a multi-academy Trust, we are committed to the development of talent and personal growth through an evolving high-quality professional development offer, and access to some of the best regional and national experts in their fields.

These are very exciting times for our Trust and we are keen to recruit ambitious, enthusiastic and highly committed professionals who are keen to develop their career with us.

Our vision:

An unshakable commitment to a school led system, where every member of staff is empowered to improve our partnership and shape the futures of our children.

A determination to develop talent, delivered through a professional continuum available for all staff at every level.

Relentless in our pursuit of excellence for every child, every school and every community.

Our Values:

Our values underpin all that we do, putting children at the heart of every decision.

Aspiration, Confidence, Creativity, Enjoyment, Perseverance, Pride, Responsibility, Compassion, Integrity, Respect

The ethos behind the Trust is one of sustainable school improvement; schools joining the Trust do so with the prime aim of improving themselves and each other so that they can all become outstanding schools driven by a self-improving system. This is achieved through the development and embedding of the professional continuum; attracting high calibre trainees to our Schools, nurturing talent, providing high quality bespoke CPD to shape careers and ensuring we grow our own inspirational school leaders. Together we can achieve excellence. This ethos is guided by our core principles:

- Children first - at the heart of every decision is 'will this benefit our children'?
- Aspiration for all - children, staff, families and local communities to aim high and dream big. Look back with pride and forward with confidence.
- Ensuring our schools are at the heart of their communities, leading social change.
- Supporting meaningful partnerships - schools that support and challenge each other to become the best schools in the universe through mutual accountability.
- A commitment to continuous improvement - to strive to provide the best opportunities for our children so that they can look back with pride and forward with confidence.
- Primary led - this is our area of passion and expertise and we focus on developing the whole child and each child as an individual.

We aim for our schools to be the best schools!

The values are fundamental to everything the Trust represents; they run through all elements of school improvement and are understood and owned by all members of the school community. Schools with their own clear USP linked to their values blend together the Trust values with those held so dear within each individual school.

As a Trust Partnership our expectation is that all schools:

- Demonstrate a restlessness to continually improve, to never stand still, with the ultimate aim of providing the best opportunities and experiences for our children.
- Strive to ensure every child fulfils their potential regardless of potential barriers to learning.
- Commit to become an outstanding, self-improving school and to support the profession and development of all schools within the partnership.
- Commit to a school-led system.
- Commit to the values, principles, policies and procedures of the Trust.
- To ultimately strive to be the best school in the Universe.

In our schools you will see we work together to:

- Ensure schools feel connected to the Trust whilst maintaining their unique qualities, character and relationship with their community.
- Ensure high quality teaching and learning.
- Engage with our communities to raise aspiration for all.
- Develop the whole child and create inquisitive learners.
- Enable all children to be confident, building on strengths and improving in areas of need.
- Enable children to understand the part they play in the world in the future - as a positive citizen and a driver of business and enterprise.
- Support the development of all staff to be the best they can be and to realise their career potential.

What does the OWLS Academy Trust believe?

We place the child at the centre of everything we do. We have high expectations and aspirations for every child.

We are advocates for children. Together, we build a community of pro-social, emotionally competent, independent learners through:

- Responsibility
- Compassion
- Integrity
- Respect

Responsibility

We will:

- Take ownership of our behaviour as individuals
- Have the courage to think and act independently
- Demonstrate problem solving and decision-making skills
- Be reliable and trustworthy

Compassion

We will:

- Understand the circumstances and viewpoints of others
- Develop the capacity to forgive others and ourselves
- Celebrate the contributions of others
- Promote a peaceful, caring and safe community

Integrity

We will:

- Stand up for what we believe
- Be honest with ourselves and others
- Demonstrate fairness in our judgments and actions
- Fulfil commitments and promises

Respect

We will:

- Believe in the inherent dignity of all people
- Celebrate individuality
- Value and appreciate diversity
- Honour self and others through words and actions

Together as a community we are committed to:

- Striving for continuous improvement
- Challenging our ideas and strategy
- Helping one another to ask the right questions

Our Missions:

Our mission is to draw on the individual strengths of each Academy school in the Trust to build good practice and ensure that outstanding teaching and learning is at the heart of everything we do. Pupils will achieve excellent academic outcomes in a safe and nurturing environment and be empowered to make decisions about their lives and their contribution to society. We will nurture our staff professionally and foster positive relationships with our parents and the wider community.



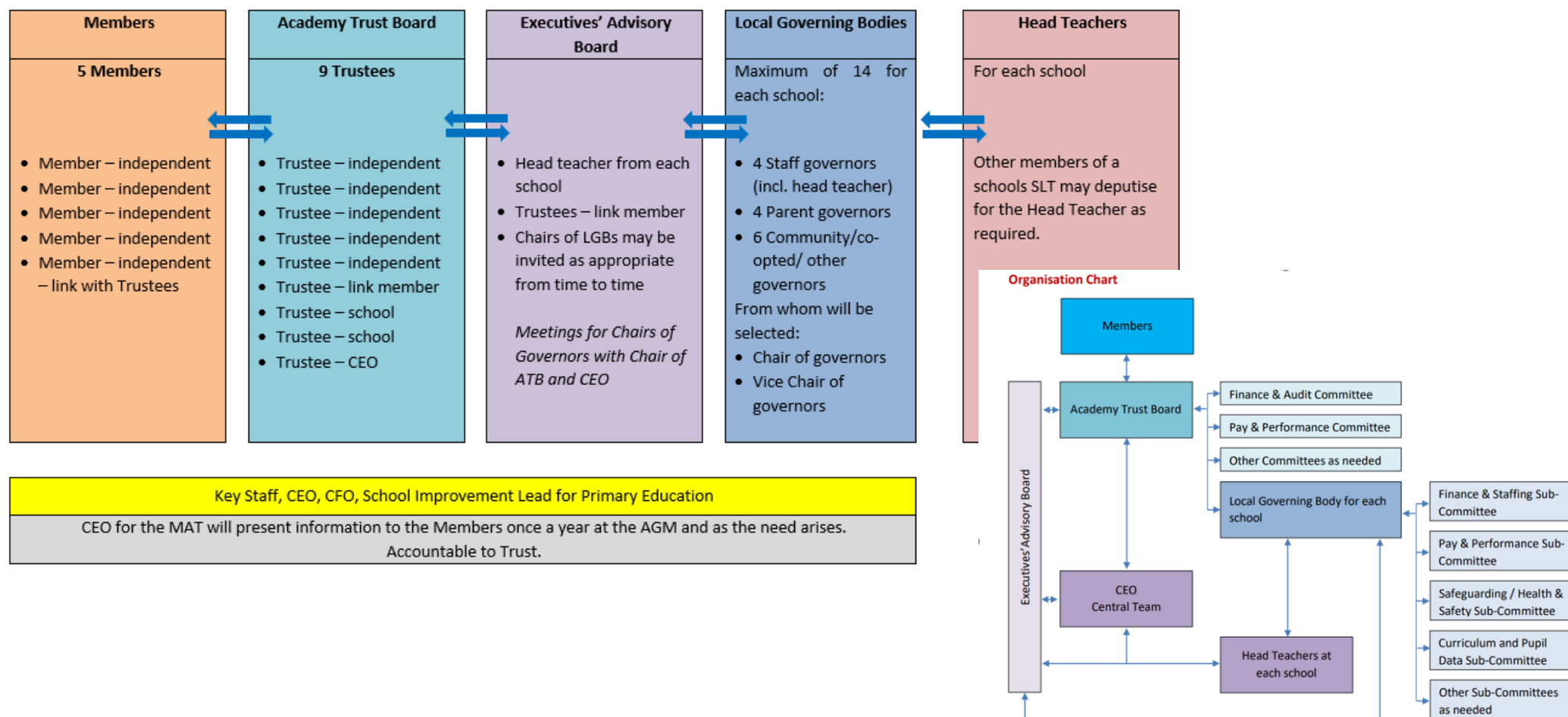
Chief Executive Officer
OWLS Academy Trust

Peter Merry

Governance Leadership Structure

OWLS Governance Structure

The OWLS Academy Trust is a charitable voluntary organisation that relies on the valuable input of a considerable number of non-executive volunteers, supported by an experienced team of staff.



School Improvement Lead for Primary Education Job Description



Job Details

Job title: School Improvement Lead for Primary Education

Salary: Full-time equivalent annual range of L19 to L23 £73,509 to £81,070

Contract type: Permanent, Flexible/Negotiable for the right candidate – 0.6 FTE to 1.0 FTE, considered.

Special Factors:

Regular travel between the Trust School sites.

Accountable to: Chief Executive Officer

Reporting to: Chief Executive Officer

Main Purpose

The role of the School Improvement Lead for Primary Education:

Provide effective leadership of all aspects of Primary Education across the OWLS Academy Trust to support schools in realising our mission, vision and values.

Work with our Central Leadership Team, Executive Advisory Board (EAB), Trustees, Local Governing Committees and Head Teachers, playing a pivotal role in improving pupil outcomes and standards;

Support our school leaders;

Implement the school improvement strategy across our schools.

lead the development of curricular collaborative partnerships across all of our schools, whilst seeking best practice from beyond the Trust, and playing a key part in the wider strategic development of OWLS Academy Trust.

Work with and alongside other Trust colleagues to deputise for the CEO if required.

Main responsibilities and duties

The duties and responsibilities listed below are indicative of the tasks the School Improvement Lead for Primary Education will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise, as directed by the CEO.

The holder of this post will be a key member of the Trust central leadership team and will contribute to the strategic direction of the Trust, and directly support the delivery of the Trust Improvement Plan.

They will:

- Build excellent relationships with our Primary Headteachers and Senior Leaders
- Drive the Trust's Primary school improvement strategy, ensuring the very highest possible quality of education, leading to excellent outcomes and strong progress for all pupils
- Build collaborative networks across all OWLS schools – a 'Faculty of Education' - to maximise talent and provide opportunities for sharing and development excellent practice, as well as building internal leadership capacity
- When necessary, serve as Executive or Acting Headteacher of a Trust school as an interim arrangement if needed
- Ensure that Trust leaders have access to all relevant data, information and options to support decision making throughout the organisation
- Be outward looking so that the OWLS Trust continues to learn from the best to provide our children with the best education possible, and our colleagues access to the best professional development opportunities

Strategic Leadership Role:

- To strategically lead the Trust's School Improvement, offer ensuring high quality evidence informed support is delivered to school leaders, to secure rapid but sustainable school improvement
- To be the strategic lead for Primary Education across the Trust
- Develop and support the improvement of the wider Trust with the CEO in accordance with the Trust Board's mission, vision, values
- Work as a member of the EAB Team and the OWLS Senior Leadership Team to deliver improvements across the OWLS Trust
- Develop and support effective internal and external relationships which allow the Trust, its schools and all its stakeholders to achieve excellence
- Support the development and review of the Trust's improvement planning in relation to improvement of primary provision as well as broader strategic aims of the OWLS Trust
- Support the CEO in cultivating a culture of constant improvement and be an inspirational leader committed to the highest achievement in all areas of the OWLS work
- With the CEO, develop and maintain productive relationships with our external partners such as the Regional Director, Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Authority, other MAT CEOs, Trustees, Head Teachers and the school workforce and its children to ensure the success of the Trust and its schools
- Develop the reputation of the OWLS locally, regionally and nationally
- Support the CEO in delivering the OWLS Growth Strategy, leading aspects of the Trust's due diligence process and working with new joiners to build effective relationships

Leadership and Management:

- Attend, as required, Trust Board and LGB meetings to provide advice, challenge and support to the Governors and Headteachers on behalf of the OWLS in respect of Primary Education.
- With the support of the CEO and Chief Finance Officer (CFO), contribute to the development of the central Trust team and central service provision and in particular school improvement
- Support the development, implementation and review of Trust level policies to achieve the Board's stated objectives and KPI's.
- With the CEO ensure the effective capture of all primary data to meet statutory and legislative standards, and to inform performance reports for the Trust Board, adapting improvement strategies accordingly
- Support schools before during and after inspection processes

- Lead and monitor the capture and analysis of pupil achievement data and help develop MAT level data systems so that the CEO and Board have access to timely and accurate information to inform allocation of resources
- Support the CEO to ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement
- Ensure that there are clear school improvement quality assurance systems embedded across the Trust that drive consistency and improvement in performance
- Model effective communication, both internally and externally to the Trust, including liaising with all stakeholders.
- Where required support the CEO with Head Teacher appraisals, leading on objective setting and review
- Support the CEO in designing high quality OWLS training opportunities
- Where relevant mentor and/or coach Headteachers and other senior staff

Quality of Education and School Improvement:

- Support the overall effectiveness of OWLS primary schools, raising standards and improving outcomes for all pupils, regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Support Headteachers to ensure that their schools become at least 'Good' at their next inspection and accurately identify and provide timely support to those schools which are identified as requiring additional support and challenge
- Support the delivery of excellent Teaching and Learning throughout all Trust Primaries through the promotion of high professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement
- Seek out best practice nationally and locally and engage in high quality professional networks so that school improvement knowledge is kept up to date and informs OWLS strategic direction
- Keep up to date on key Government, national, international and other initiatives, as well as the latest research on teaching and learning, curriculum and inclusion and support schools in developing their practices accordingly
- Ensure that the EYFS and Primary curriculum in place is fit for purpose, and where necessary, work with Headteachers to further develop the curriculum so that it leads to highly effective learning, teaching and assessment practice
- Work with the Primary Headteachers and leaders to support the implementation of their School Development Plans and robust termly self-evaluation, identifying where further improvements can be maintained and efforts should be prioritised
- Implement areas of common working across schools and support the Headteachers in cross Trust working.
- Work with leaders to ensure exemplary standards of pupil behaviour and attendance is evident across the Trust Primaries, supported by first class inclusive practice and pastoral care (including excellence in safeguarding approaches) and an extensive personal development programme
- Take an active lead working and inform SEND provision across the Trust

Resources:

- Working with the EAB Team, ensure that all resources are organised, managed and deployed to provide the best possible outcomes for pupils
- Advise on the allocation of resources across the Trust with the CEO, CFO and Key Trust workers
- Advise on the sourcing and support appointing of associate consultants as appropriate
- Develop and implement strategies (where relevant) for the generation of additional revenue and resources for the Trust
- Support, negotiate and agree optimum prices with various service providers to achieve efficiencies and economies of scale, and to adopt the appropriate procurement process to support school improvement services
- Assist in the recruitment of a committed, effective and diverse workforce that understand their roles and which enables and promotes high quality learning
- Develop and deliver workable models to deploy specialists where appropriate across Trust schools to maximise impact, support talent development and create efficiencies

Other Duties

- Promote the safeguarding of children. Within this, in liaison with Trust staff, ensure that all OWLS primaries comply with safer recruitment procedures; ensure through quality assurance that statutory requirements are being met, within a wider positive, proactive and effective safeguarding culture; act as a contact for all Headteachers and Designated Safeguarding Leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required)
- All roles within the OWLS require post holders to work with children and young people. All staff must adhere to the Trust's safeguarding practices and have an up-to-date knowledge of this agenda to ensure all children are safeguarded while in the care of its schools
- Perform duties in a professional manner and with integrity at all times within the role of the job
- Undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of the Chief Executive Officer
- Adhere and comply with all school and Trust policies
- Be responsible for addressing training and development needs and participate in training opportunities in line with the needs of the Trust
- Lead or support Trust investigations, first committee or appeals processes and pupil discipline cases where relevant

General

- Keep up-to-date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- To undertake such duties as are reasonably expected by the Trust Curriculum Lead of Primary Education.

Special notes of consideration

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 Board of 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

No smoking policy, including e-cigarettes.

Ability to travel between our school sites as necessary.

Requirement to work flexibly, outside of school hours across the Trust schools.

The nature of this role requires considerable flexibility, this job description therefore reflects the expected main duties and responsibilities of the role and is not intended to be an exhaustive list.

The Job Description will be regularly reviewed to ensure that it reflects the changing nature of the Trust and of the role.



School Improvement Lead for Primary Education Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree QTS Relevant leadership or other leadership management qualification Recent and relevant leadership development/Executive experience or training Evidence of commitment to on-going professional development Recent experience of the Ofsted inspection process 	<ul style="list-style-type: none"> NPQH
Knowledge, understanding and skills	<ul style="list-style-type: none"> Knowledge of a wide range of school improvement strategies Knowledge and understanding of education across all primary phases and EYFS Ability to think and plan strategically and creatively to solve problems Comprehensive knowledge and experience of Ofsted's Schools Inspection Criteria and processes Clear understanding and knowledge of the role of governance in a school and Trust Strategic planning, monitoring and review of progress against plans in terms of standards, performance and finances, taking decisive action as necessary. Ability to work within budgetary constraints. Resource management: estimating securing and monitoring resources relevant to the role. Ability to make contributions relevant to your role in support of applications/bids for funding and grants Innovative leader with a clear understanding of how to support a distributed team to implement desired outcomes Ability to hold leaders stringently to account for their performance 	<ul style="list-style-type: none"> A good reputation in the field Inspection and School to School experience Knowledge of SEND provisions and units Assessment Knowledge
Experience	<ul style="list-style-type: none"> Extensive and successful experience in education at a leadership level Experience of supporting senior leaders and governing bodies 	<ul style="list-style-type: none"> Experience of quality assuring all aspects of school provision

	<ul style="list-style-type: none"> • Experience of leading and managing successful organisational change 	<ul style="list-style-type: none"> • Experience of negotiating
	<ul style="list-style-type: none"> • Insight, awareness and practical engagement in leading teaching and learning across more than one phase or setting • Experience of setting high expectations around all aspects of safeguarding, health and safety • Experience of leading and implementing successful school improvement strategies • Experience of working effectively with Board of Trustees to create and deliver strategic vision and purpose • Experience of developing and sustaining partnerships with a wide range of stakeholders, e.g. local and central government, teaching school alliances and other school networks, community partners • A working knowledge of new technologies that support teaching and learning, administration and communication 	<ul style="list-style-type: none"> • contractual agreements Knowledge of legislation Experience of working with LA and external agencies to support school improvement
Interpersonal and communication skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy • High integrity and openness combined with a commitment to effective governance • Ability to be reflective and self- critical • Resilient and determined but able to provide support, demonstrate empathy and deal with staff with sensitivity and compassion • Able to produce high-quality, concise and logical written reports 	



WORKING for The OWLS Trust

Conditions of Service

This post is subject to the School Teachers' Pay and Conditions Document. Full details of conditions of employment will be set out in a Statement of Main Terms and Conditions of Employment, which will be issued to the successful candidate on appointment.

Fitness for Employment

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician.

Remuneration/working hours/annual leave

Pay, working hours and annual leave for leadership staff are all set within the Teachers' pay, working hours and annual leave are all set within the national framework of the School Teachers' Pay and Conditions Document.

Flexibility

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

Smoking Policy

All sites within the OWLS is a non-smoking site and all prospective employees are expected to accept this as a condition of working within the Trust.

Equal Opportunities

The Trust is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into one of these categories and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. This certificate will contain details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills (List 99) and the Department of Health, or those individuals who are barred from working with children. The information provided on the certificate will be considered by the local authority to ensure that children remain adequately protected. A criminal record is not necessarily a bar to obtaining a position. Further information about Disclosure can be found at www.disclosure.gov.uk

Professional Development

The Trust values professional development highly. All members of the Central Team are encouraged to take an active role in planning their own CPD through the school's performance management procedures.

Interview

1. Those shortlisted will take part in an in-depth selection process which will include formal interviews and other relevant activities
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and where necessary, employers may be contacted to gather further information.

Working Within the OWLS Trust

This job needs to be considered in the context of a changing and evolving Multi Academy Trust and therefore the duties detailed here will need to be adjusted to meet the needs of the Trust. Whilst many aspects of the role will be based at New Lubbethorpe Primary School (e.g. for EAB, Board meetings etc) this is a Trust wide post and you could be required to work across the Trust Schools, but also have the ability to work flexibly and remotely.

APPLICATION

To apply, please download an application from our website

<https://www.owlsacademytrust.co.uk/home/vacancies>

Should you require further information or wish to discuss the role in more details, please call us on 01455 241171

Completed application forms should be sent, together with a supporting letter, by email, post or via Eteach to: Ceo@owlsacademytrust.co.uk



CEO Peter Merry
OWLS Academy Trust
c/o New Lubbethorpe Primary School
Lubbethorpe, Tay Road, Leicester LE19 4BF

Please ensure your application form has your email address and the e-mail addresses of your referees.

Closing Date: 9.00am on 08.04.2024

Short listing 08.04.2024

Interview date: 18.04.2024

If you have not heard from us by 15.04.2024 your application has been unsuccessful on this occasion.