

Kernow Learning

Building Excellent Schools Together



School Improvement Lead Job Description and Person Specification

Job Description

Job Title:	School Improvement Lead
Department/Team:	Shared Services
Location:	Based at our Trust offices in Newquay, with travel to all school sites across Cornwall as required.
Responsible to:	Deputy CEO
Liaising with:	CEO, DCEO, Senior Leaders and other relevant staff and partners, including education providers
Grade/Salary:	Based on Leadership Scale (Teachers Pay & Conditions) – Permanent L12 – L16

Job Purpose

1. To work with our Deputy CEO, our school improvement team and with colleagues in our primary schools to support with the design and delivery of the curriculum and that all aspects of the curriculum aspire to be outstanding
2. To work across the schools in Kernow Learning to secure high quality teaching and learning
3. To identify, lead or support with professional development for teachers and support staff
4. To provide hands-on support within our schools if rapid intervention is required
5. To work collaboratively with leaders and external partners to improve the curriculum and lead professional development on various aspects of the curriculum
6. To advise and support common assessment processes and procedures ensuring a consistent approach that leads to improved outcomes
7. Attend, contribute and present at leadership meetings during the course of an academic year (for example: Trust leadership meetings, headteacher development sessions, staff CPD sessions, LGB and Trust Board meetings)
8. To keep up to date with new and relevant research regarding all aspects of the primary curriculum
9. To support the primary schools with preparation for Quality Assurance processes (both internal and external Quality Assurance, audits, including Ofsted)
10. A commitment to training to be an Ofsted Inspector

Duties and Responsibilities

Teaching and Learning

- To support the development and enhancement of the curriculum through working with individuals and school leaders, providing specialist guidance on resources, policies and teaching strategies.
- To assist in the design, development and delivery of CPD programmes, through individual programmes or whole school sessions.
- To plan and prepare training for teachers to enable them to deliver effective lessons
- To role model, demonstrate and advise on excellent teaching where required
- To provide advice on the effective and efficient use of data
- To keep up to date with national developments in teaching practice and methodology.

Leadership and Management

- Promote a culture of excellent teaching and learning across our trust
- Promote and ensure the delivery of quality standards of training and continuous improvement in all areas of responsibility
- To work with partners to improve pupils' outcomes
- To conduct observations and other learning evaluation strategies in accordance with improvement plans.
- To participate in wider evaluation strategies in order to identify improvement areas.
- Undertake audits, providing school leaders with areas of underperformance and plans and strategies to support improvements.
- To develop quality assurance, monitoring and support systems to monitor the quality of training and development provided.
- To identify, communicate and mitigate risk.

Curriculum

- To advise on the 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 CPD programmes for trust staff.
- To undertake performance management review(s) and to act as reviewer for identified staff, if required, ensuring CPD needs are addressed
- 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 working with others
- To work with colleagues to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

Management of Resources

- To manage available resources effectively, if required, to improve the curriculum provision

Operational

- To promote teamwork and motivate staff to ensure effective working relations.
- Develop and maintain effective processes for communication and consultation across our Trust.
- To support our trust, as a specialist practitioner, in the development of our Trust and any transition processes for schools joining our Trust.

Other Specific Duties

All teachers are expected to meet the teachers standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the CEO / DCEO to undertake work of a similar level that is not specified in this job description.

Safeguarding

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline. Kernow Learning is committed to the safeguarding and wellbeing of all the staff and students in our community. All staff and volunteers working in our schools are required to demonstrate they have the ability to work in a way that promotes the safety and wellbeing of children and young people.

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

Person Specification

Job Title: School Improvement Lead

Kernow Learning is dedicated to appointing the best possible candidate for the position of School Improvement Lead

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations, and harness all opportunities to create a climate of success and achievement for all.

Our School Improvement Lead will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our School Improvement Lead will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

	Essential	Desirable	Evidenced in
Education and Qualifications & Experience			
QTS registered & leadership qualification or equivalent experience	✓		Application
An excellent track record of recent, relevant professional development	✓		Application
Accountability for the performance of a cohort of staff groups	✓		Application
Evidence of effective inclusive teaching and performance	✓		Application
Significant Senior Systems Leadership experience	✓		Application
Track record of effective school improvement	✓		Application
Innovative use of resources		✓	Application
Taking accountability for the success of an initiative		✓	Application
Experience of providing pastoral support to staff and students		✓	Application
Ofsted inspector or desire to be an inspector	✓		Application Interview
Knowledge and Understanding			
The principles and characteristics of outstanding teaching and learning	✓		Application Interview References
The principles and practices of planning and delivery	✓		Application Interview References

Effective review and evaluation procedures	✓		Application Interview References
Innovative approaches to working with pupils, staff, partners and the local education community	✓		Application Interview References
A commitment to inclusive education and safer working practices	✓		Application Interview References
The application of ICT, literacy and numeracy to support excellent teaching	✓		Application Interview References
Different methods of consulting with stakeholders		✓	Application Interview References
Personal Qualities and Skills			
Ability to inspire confidence in staff, students, parents and others	✓		Application Interview
Set high standards and provide a role model for pupils and staff	✓		Application Interview References
Enjoyment and commitment to staff development	✓		Application Interview References
Adaptability to changing circumstances/new ideas	✓		Application Interview
Reliability, integrity and stamina	✓		Application Interview References
Vision, imagination and creativity	✓		Application Interview References
Personal impact and presence	✓		Application Interview References
Prioritise, plan and organise	✓		Application Interview References
Affinity with our Trust values	✓		Application Interview References
Personal ambition and potential for further promotion		✓	Application Interview References

Determination to succeed and the highest possible expectations of self and others		✓	Application Interview References
Communication Skills			
Communicate training programmes and plans	✓		Application Interview References
Deliver training, CPD and support the development of others	✓		Application Interview References
Negotiate and consult fairly and effectively	✓		Application Interview References
Communicate effectively, orally and in writing to a range of audiences	✓		Application Interview References
Develop, maintain and use an effective network of contacts		✓	Application Interview References
Motivate all those involved in the delivery team		✓	Application Interview References
Liaise effectively with other organisations and agencies		✓	Application Interview References
Decision Making Skills			
Make decisions based on analysis, interpretation and understanding of relevant data and information	✓		Application Interview References
Demonstrate good judgement	✓		Application Interview References
Think creatively and imaginatively to anticipate, identify and solve problems		✓	Application Interview References
Self Management Skills			
Prioritise and manage own time effectively	✓		Application Interview
Work under pressure and to deadlines	✓		Application Interview
Ability to use own initiative	✓		Application Interview
Achieve challenging professional goals		✓	Application Interview
Take responsibility for own professional development		✓	Application Interview

Team Working Skills			
Work effectively as a member of a team	✓		Application Interview References
Deal sensitively with people and resolve conflicts	✓		Application Interview References
Seek advice and support when necessary	✓		Application Interview References
Motivate all those involved in our team		✓	Application Interview References
Liaise effectively with other organisations and agencies		✓	Application Interview References