

School Improvement Officer Job Description

JOB DESCRIPTION:

Responsible for: Supporting schools to develop and implement their school improvement plans.

Location: Based in Exmouth/ Some working from home

Travel: Travel to Trust schools is a requirement of the post

Reporting to: Director of School Improvement

Pay: Leadership Scale Pt.16-20

Job Purpose:

- Provide professional support for academies and all staff to ensure that they attain the highest standards and rates of progress possible.
- Provide outstanding leadership on school improvement which ensures continuing improvement and success with a focus on accelerating and sustaining pupil progress.
- Lead through high expectation and aspiration; being prepared to challenge mediocrity and under-performance.
- Show fidelity to the commitment and ethos of First Federation Trust and to the implementation of agreed policies and procedures.
- Model the agreed vision and values through own behaviour and language.

Responsibilities of the role:

Main Duties and Responsibilities

The following information is not intended to be exhaustive but included to give an indication of the type of duties associated with the post.

Strategic leadership and development

- Provide leadership in the development of Trust-wide and academy-specific projects and strands of work. (Trust Early Years leadership a desirable strength)
- Contribute to the development of the Trust's shared objectives and commitment.
- Support line management and accountability systems for senior academy staff, as required.

Academy improvement

- Undertake school improvement work with academies; to include training, mentoring, coaching, monitoring, evaluating and reporting.
- Coaching, mentoring and induction of school leaders.
- Provide support and challenge to academy leaders, staff and governors.
- Use data to devise hypotheses and draw conclusions.
- Challenge academy leaders to ensure the highest standard of teaching which leads to high rates of progress and high attainment.
- Monitor and evaluate the work of academies, including achievement, teaching, behaviour & safety and leadership & management.
- Draft and present evidenced reports on the work of academies.
- Support academies pre and post inspection.
- Lead training for Trust employees.
- Take a lead role in supporting the work of SLE's and PELE's across the Trust.
- Provide practical support to teachers to improve their teaching and learning skills. Typical activities will normally include:
 - coaching, mentoring and induction of teachers and leaders
 - disseminating materials and advising on practice, research and continuing professional development
 - assessment and impact evaluation, including through demonstration lessons and classroom observation
- Providing support to teachers and leaders who are experiencing difficulties in performance including those being supported through a managerial support programme or going through a capability process
- Actively model and support others to effectively demonstrate flexibility and creativity in the design of learning sequences within lessons and across lessons so that lessons are effective and consistently well-matched to learning objectives and the needs of learners.
- Actively model and support others to integrate recent educational developments
- Promote collaboration and work effectively as a team member, supporting others to develop such skills
- Contribute to the professional development of colleagues using a broad range of techniques and skills appropriate to their needs (e.g. through delivery of group and 1 to 1 sessions as well as coaching and mentoring) demonstrating enhanced and effective practice, and effectively providing advice and feedback
- Make well-founded appraisals of situations upon which advice is sought, applying high level skills in classroom observation to evaluate and advise colleagues on their work and devising and implementing effective strategies
- Work effectively with staff and leadership, acting as a key link supporting the SLT to implement new policies and practice across the Trust
- Driving own CPD by keeping abreast of National Policy and practice

Academy leadership

- Work in a leadership role within an academy - should the need arise.
- Provide leadership support to boost and sustain capacity within an academy - should the need arise.

Safeguarding

- Ensure that the Trust and academies comply with all national and local safeguarding requirements.

Equality

- Ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination. Beliefs, attitudes and personal attributes
- Relentless focus on high pupil achievement.
- Resilient and persistent in goals, but adaptable to context and people.
- Willing to develop a deep understanding of people and context.
- Willing to take risks and challenge accepted beliefs and behaviours.
- Self-aware and able to learn.
- Optimistic and enthusiastic.
- Values diversity and equality.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the First Federation Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Experience:

- Recent experience as Headteacher or equivalent
- Minimum three years as a Headteacher or equivalent.
- Evidence of sustained school improvement impact in one or more schools.
- Relevant leadership qualifications/ designation: NPQH, NPQEL, LLE, SLE.