



# JOHN MILTON ACADEMY TRUST

## Applicant Information Pack

### Director of School Improvement



**Bacton**  
Primary School

WORKING TOGETHER, AIMING HIGH



**Cedars Park**  
Primary School

NO LIMIT TO LEARNING



**Mendlesham**  
Primary School

LEARNING FOR LIFE



**Stowupland**  
High School

OUTSTANDING PROGRESS FOR ALL



**The John Milton**  
Sixth Form

AT STOWUPLAND HIGH SCHOOL

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May 2022

Dear Candidate

**Director of School Improvement**

Thank you for seeking further information for the position of Director of School Improvement. We are fully committed to our vision of ambition, aspiration and excellence across all aspects of Trust working and the advertised post presents a new development and an exceptional opportunity to become part of a thriving organisation.

The Trust presently comprises four schools in rural mid-Suffolk (including a post-16 centre) with two additional centres for cognition and learning located on school sites. We enclose further information in this pack - including a job description and person specification - for your perusal.

Candidates are welcome to contact me to seek further details, or to have an informal discussion regarding the post. Please contact Mrs S Stringer (Executive Assistant) via email: [enquiries@johnmiltonacademytrust.co.uk](mailto:enquiries@johnmiltonacademytrust.co.uk) or telephone (01449) 742422 to make an appointment.

If, having read the information provided, you would like to apply for this post, please complete the attached application form, together with a covering letter. When writing your letter, you should include:

- Your career pattern to date and your reasons for applying for the post at John Milton;
- The experience and skills which you feel would equip you well for the advertised role;
- Your understanding (or experience) of working as part of a Multi Academy Trust.

The covering letter should be no more than three sides of A4 paper using Calibri 11 font.

The closing date for applications is Wednesday 18th May at 12 noon and interviews will be held in the week beginning Monday 23rd May 2022.

Again, thank you for your interest in our Trust and we look forward to receiving your application.

Yours sincerely

Mrs K Grimes  
Chief Executive Officer

**Bacton**  
Primary School

**Cedars Park**  
Primary School

**Mendlesham**  
Primary School

**Stowupland**  
High School

Registered Address: JMAT Centre | Church Road | Stowupland | Stowmarket | IP14 4BQ  
01449 742422 | [enquiries@johnmiltonacademytrust.co.uk](mailto:enquiries@johnmiltonacademytrust.co.uk) | [www.johnmiltonacademytrust.co.uk](http://www.johnmiltonacademytrust.co.uk) | Company Number: 10298832

## 2. The John Milton Academy Trust (JMAT)

### 2.1 Trust Vision Statement

#### Ambition · Aspiration · Excellence

The John Milton Academy Trust (Company number 10298832) was incorporated on 26<sup>th</sup> July 2016. Prior to this, founding schools of the Trust operated as part of the Stowupland Pyramid, providing education to young people from the ages of 4 – 18. JMAT presently operates through four strategic sites: Bacton Primary, Cedars Park, Mendlesham Primary and Stowupland High Schools.

Our **ambition** is rooted in civic duty and civic leadership and this is applied from pre-school through to adult learning. We recognise the value of resources and assets across the Trust and continue to explore and develop these, ethically and responsibly, on behalf of our communities.

We have high **aspirations** for all learners - irrespective of starting point or context - and inclusive practice is embedded in our expectations, our learning offer and its delivery.

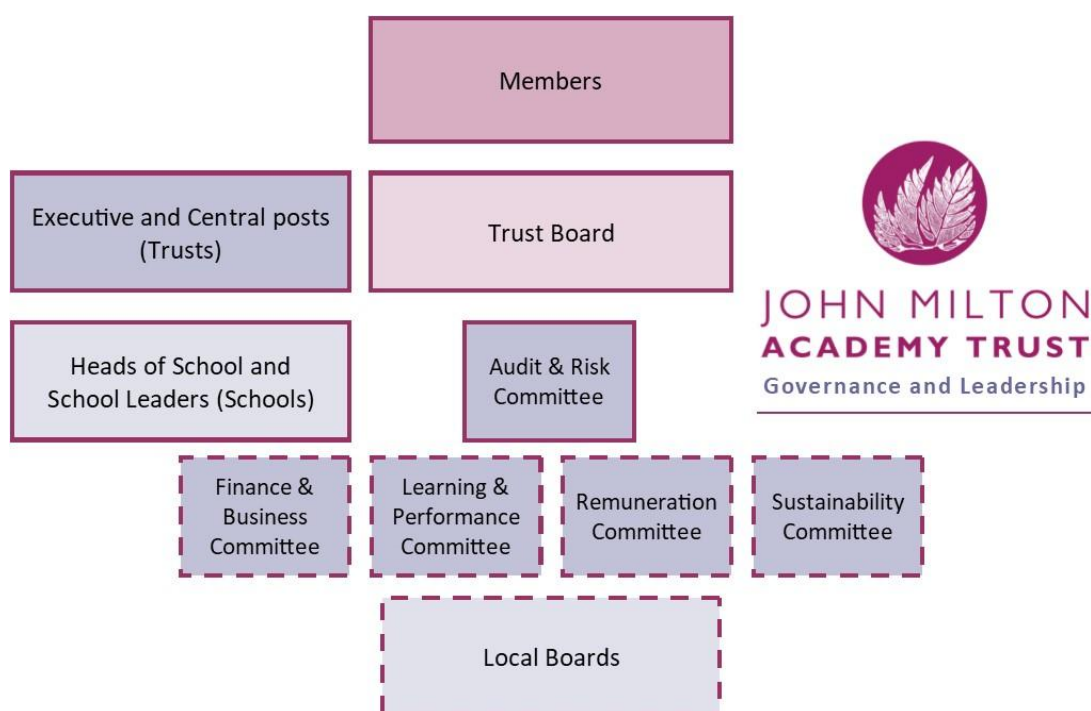
**Excellence** permeates all aspects of our work and we have embraced innovation, research and partnership working in order to advance education for public benefit and provide a path where others may follow.

### 2.2 The Central Team

A dedicated Chief Executive Officer is employed full-time by the Trust, along with a Director of Operations and Finance, an Operations and Facilities Manager, Trust Management Accountant, HR Manager, Executive Assistant and IT Network Manager. Central delivery includes school improvement and leadership support, finance, full premises management (soft and hard services) along with ICT and HR services. The Trust also commissions a PR service.

The Central Team is based in JMAT Centre - a separate building on the Church Road site. A copy of the central team and school leadership structures will be provided for short-listed candidates.

### 2.3 Trust Governance Structure



### 3. Job Description

<b>Job-Title:</b>	<b>Director of School Improvement (DSI)</b>
<b>Hours</b>	<b>Full time (although part-time and secondment arrangements would be considered)</b>
<b>Grading / Salary:</b>	<b>L22- L28: £72,745 - £81,942 (plus opportunity for bonus payments)</b>
<b>Accountable to:</b>	<b>CEO</b>
<b>Responsible for:</b>	<b>School Improvement and Leadership Support</b>

*The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

#### PROFESSIONAL DUTIES

All staff employed within John Milton Academy Trust are required to support the culture and ethos of the Trust and its schools as directed by the CEO

All staff, including the Director of School Improvement, will accept, abide by, and promote, the professional expectations and procedures as outlined in the Trust Code of Conduct, and will adhere to, and actively support, all Trust policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training prior to taking up the appointment.

#### CORE PURPOSE

The core purpose of all posts at the Trust is to advance education for public benefit. As such, all post-holders will support the organisation to ensure that young people are able to thrive and build positive futures.

There will be close strategic and operational working between the CEO and the Trust's DOF.

#### CORE ROLE AND OBJECTIVES

1. Operate as the strategic lead for school improvement to maximise outcomes, experiences and judgements across all schools
2. Fulfil specific areas of Trust-wide responsibility
3. Provide critical and effective support to school leaders
4. Contribute to the development of the Trust (with due reference to strategic plans)

#### PRINCIPAL RESPONSIBILITIES AND TASKS

1. Strategic Leader for School Improvement
  - Ensure that each school is aligned to, and operates in line with, the Trust's vision of *Ambition, Aspiration and Excellence*
  - Keep abreast of educational research and development, so that school practice has a secure and reliable evidence base
  - Implement the Trust's Framework for school improvement, working with executive leaders and the CEO (including risk tool reporting and the termly School Improvement Reports)
  - Identify areas requiring further support and attention and ensure suitable plans and timely intervention
  - Evaluate (and quality assure) KPIs presented in School Improvement Reports, providing an overview for the CEO as required
  - Liaise with commissioned improvement partners and agencies as required and contribute to termly

visits and reviews (including Hackney Learning)

- Ensure that a broad, balanced, ambitious and coherent curriculum is in place at all schools, supported by suitable plans and resources
- Maintain an overview of the quality of teaching at all schools and support the implementation and development of appropriate pedagogies
- Operate as the Trust's lead for CPD (teaching and leadership) in line with the agreed CPD Charter
- Work with schools and executive leaders to maximise the use of professional development days and directed time for CPD activities (Trust-wide), including an annual conference
- Quality assure the school-based provision for ECTs, liaising with senior leaders and the selected training hub
- Intervene in any aspect of school improvement as required
- Provide reports for the CEO, Local Boards and Trustees as required
- Fulfil the role of Trust school improvement lead in any discussion and interaction with external agencies, including the DfE, RSC and Ofsted

## 2. Trust-wide Responsibilities

- Fulfil the role of **Trust Safeguarding Lead**, including the completion of termly audits in liaison with the HR Manager
- Maintain an overview of all Trust task groups and assess their effectiveness
- Quality assurance arrangements for SATs at KS1 and KS2 (in addition to any external inspections)
- Take responsibility for collating the required reports on the Mulberry (SEND) Centres (for SCC, the Trust and Local Boards), liaising the Executive staff as appropriate
- Provide Local and Trust Board training as required
- Contribute to the annual calendar for school improvement
- Contribute to the Trust's website as required

## 3. Support for School Leaders

- Provide senior leadership support as required (including time-limited Executive Headship if needed and coaching/mentoring for those new to the role)
- Quality assure school documents linked to school improvement (eg SIRs, SEFs, SIDs)
- Support all schools in their preparations for inspection
- Support the development of effective curricular leadership as required (particularly subject leadership)
- Attend Executive Head and Executive Leadership Group Meetings, leading on items as required

## 4. Development of the Trust

- Be a compelling advocate for the Trust and its schools
- Contribute to the development and implementation of the Trust's strategic plan, with particular reference to the Trust's growth strategy
- Support the due diligence process for schools wishing to join the MAT
- Contribute to the Trust's Transformation Model so that school improvement support and resources are targeted appropriately
- Deputise for the CEO as required

**ADDITIONAL DUTIES:** The duties listed above are examples of duties at this level and other duties of a similar level / nature may be undertaken by individuals and are not excluded simply because they are not itemised.

4. Person Specification			Assessed by:	
Criteria		Essential / Desirable	Application Form	Ref and Interview
Qualifications	Educated to degree level	E	✓	
	Qualified teacher status	E	✓	
	Evidence of further professional study eg NPQH	E	✓	
	Inspection or LLE/NLE experience	D	✓	
	DSL Accreditation	D	✓	
Experience and Knowledge	Sustained experience of headship/equivalent leadership with proven impact - <b>secondary phase as a minimum</b>	E	✓	✓
	Experience of the inspection framework and process	E	✓	✓
	Knowledge and practice of safeguarding within an educational setting	E		✓
	Knowledge and practice of effective behaviour strategies in schools	E		✓
	Experience of leading educational improvement strategies successfully from inception to completion	E	✓	✓
	Experience of leading staff development and training successfully	E	✓	✓
	Knowledge of the Chartered College offer for teachers and leaders	D	✓	✓
	Knowledge of educational KPIs and experience in the analysis, evaluation and presentation of data	E	✓	✓
	Experience of HR management and processes	E	✓	✓
	Experience of Trust governance	D	✓	✓
	Working knowledge of Management Information Systems such as ARBOR and CPOMS	D	✓	✓
Personal Attributes and Skills	Excellent organisational and leadership abilities	E	✓	✓
	Excellent communication skills (in speech and writing)	E	✓	✓
	Excellent use of ICT to support leadership, learning & teaching	E	✓	✓
	Ability to maintain a relentless focus on high standards	E	✓	✓
	Ability to demonstrate high levels of resilience and perseverance, particularly under pressure	E	✓	✓
	Ability to command respect based on high standards of personal performance, consistency and integrity	E	✓	✓

## 5. Application Summary

- **Application Form**

Please ensure that your form covers a full employment history with details of each post you have held, together with key responsibilities, thereby providing evidence against both the job description



and person specification. The names and addresses of two referees should be included and references will be requested prior to interview.

- **Covering Letter**

Please submit a covering letter which covers:

- Your career pattern to date and your reasons for applying for the post at John Milton;
- The experience and skills which you feel would equip you for this role (please note the job description and person specification);
- Your understanding (and experience) of working as part of a Multi Academy Trust.

**Salary:** L22 - 28

**Closing Date:** Wednesday 18th May (noon)

**Interviews:** at the end of the week beginning Monday 23rd May

**Start Date:** To be negotiated depending on notice required

## 6. Safeguarding

The John Milton Academy Trust is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment.

This post is subject to:

- An enhanced DBS check
- Hard copy evidence of qualifications (e.g. degree, QTS)
- A fully completed application form, with any career gaps explained
- Two professional references covering the last five years of your career, including your present and/or most recent employer

The successful candidate will be required to complete online safeguarding training prior to taking up the post.

## 7. Selection Process

In order to ensure that we recruit successfully to this post, specific criteria must be met, particularly in relation to safeguarding.

### Criteria:

After the closing date, applications will be considered by the Trust Board and the CEO and will be assessed against the person specification. Two professional references will be required for candidates under consideration for interview. It is the Trust's expectation that candidates submitting an application will have sought the consent of the referees named on the form.

### Interview Process:

Each candidate will be assessed fairly during the interview process and there may be a cut-off during the course of the interview day(s)

### Anomalies:

Any anomalies in the information will be checked and candidates will be asked to account for any gaps in employment history. This reflects the school and Trust's commitment to safeguarding young people.

### Verification:

References, ID documents and qualification certificates provided will be scrutinised and pre-appointment / DBS checks completed.

