

JOB DESCRIPTION

Post Title:	School Improvement Lead (Teaching and Learning)
Relationships:	All Trust staff are ultimately responsible to the Executive Headteacher. You will be working under the direction of the Executive Headteacher (EHT) and in close liaison with the Heads of School and Trust wide leads (experts).
Responsible for:	None
Budget responsibility:	As required

Main purpose of the job

The School Improvement Lead (Teaching and Learning) plays a major role in supporting the Executive Leadership Team in improving and developing school improvement across the Trust.

The post holder will work with the Executive Headteacher, Heads of School and Trust wide leads (experts) to lead on the teaching and learning improvement strategies across the Trust.

They are a member of the Executive Leadership Team and will report to the EHT as appropriate.

Duties and Responsibilities

In addition to the professional duties as given in the current School Teachers' Pay and Conditions document, the School Improvement Lead (Teaching and Learning) will have the following specific roles and responsibilities:

- To work across all schools in the Trust as directed by the EHT.
- To work collaboratively to support members of the Trust wide leadership team to accurately evaluate the quality of teaching and learning.
- Support and challenge Trust wide leads to improve teaching and learning (in their specific areas of responsibility) across the Trust ensuring consistency of approach against the agreed curriculum frameworks and strategies.
- To ensure consistency and coherency of curriculum intent and implementation across the schools.
- To support Trust leads in identifying professional development and with mentoring and coaching of staff as required to ensure progress and development are targeted where appropriate.
- Monitor the effectiveness of agreed improvement strategies and plans through visits, joint observations, pupil outcomes (data and in books).
- To design and implement appropriate support and challenge packages that lead to improved, high quality performance:

- Provide the necessary support for teachers identified as underperforming;
- Co-ordinate teacher visits across the Trust ensuring impact.
- To role model best practice as an outstanding teacher, sharing this across the schools .
- To support a system and culture of continual improvement and high standards in teaching.
- To support in Trust wide moderation to allow consistency and accuracy of assessments.
- Support all school improvement plans ensuring they deliver on the Trust objectives.
- Ensure curriculum audits are in place and that each Academy delivers teaching and learning consistent with the Trust approach.
- Ensure that the EHT and Heads of School are kept informed of the outcomes of any visits to the schools and any challenges that may arise, in order to carry out targeted intervention as required.
- Prepare, complete and distribute reports as required for the EHT and Trustees.
- Keep up-to-date with all latest research, best practice and innovation through continued self-professional development.

In addition you will:

- Be required to support school leadership teams during short term absences to add capacity.
- Follow the Trust's policies and procedures at all times.
- As required by EHT, represent the Trust at meetings with Ofsted, RSC, local authority and other colleagues and organisations.
- Work with other Academy colleagues to secure stakeholder engagement as required.
- Manage resources and risk effectively in accordance with Trust procedures.
- Demonstrate a positive commitment to equality and diversity.
- Contribute to building the Trust culture and team ethos.
- Contribute to the development of the Trust strategic plan.
- Support the development of the Trust's ethos within the team, across the network and within the wider community.
- Manage staff as appropriate to their specific area of responsibility.
- Any other duties commensurate with the role.

The Robinswood Academy Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

REVIEW:

This description has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate. The Post Holder will be appraised within the framework of the Trust’s Appraisal Policy.

SPECIAL TERMS & CONDITIONS:

The post holder will be subject to an enhanced DBS suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school’s child protection policies and behaviour management policy.

The role requires some contact with children. Under, “Keeping Children Safe in Education,” this is deemed as engaging in regulated activity relevant to children.

The post holder must be aware of and respond to any health and safety issues and inform the Head of Business or designated Health and Safety Representative of these.

DECLARATION:

I understand the duties required of me as described above and acknowledge that I have received a copy of this job description.

Signed:

Printed:

Date:

