

Post of School Improvement Lead (Teaching and Learning) – Person Specification

[illegible]

	<ul style="list-style-type: none"> • Work co-operatively with a range of external agencies within a local area and beyond; • Delegate and manage staff workload effectively; • Devise and implement effective measures for the performance of the school using inspection reports, data and research and to keep these measures under systematic review; • Use management information systems, in particular, data systems to drive school improvement. • Manage finance efficiently in accordance with the agreed priorities and delegated authority of the school; 	 √ √ √ √	
Communication	Written <ul style="list-style-type: none"> • Ability to write detailed reports, letters, improvement action plans 	√	
	Verbal <ul style="list-style-type: none"> • Ability to use clear language to communicate information unambiguously 	√	
Working with others	Working with partners <ul style="list-style-type: none"> • Ability to make a proactive contribution to the work of the team and contribute to group thinking, planning etc. 	√	
	Relationships <ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children and staff 	√	
	Team work <ul style="list-style-type: none"> • Ability to work effectively with a range of adults. 	√	
Responsibilities	Organisational skills <ul style="list-style-type: none"> • Good organisational skills • Ability to remain calm under pressure • To be flexible 	 √ √ √	
	Line Management <ul style="list-style-type: none"> • Ability to manage and support the work of others. 	√	
	Time Management <ul style="list-style-type: none"> • Ability to manage own time effectively. • Ability to adapt quickly and effectively to changing circumstances/situations. 	 √ √	
General	Equalities <ul style="list-style-type: none"> • Awareness of and promotion of equality. 	√	
	Health & Safety <ul style="list-style-type: none"> • Good understanding of Health & Safety. 	√	
	Child Protection <ul style="list-style-type: none"> • Good understanding and effective implementation of child protection procedures. 	√	

	Confidentiality/Data Protection <ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality. 	√	
	CPD <ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role. Ability to critically evaluate own performance. 	√ √	