

Job Title:	Director of School Improvement
Grade:	Leadership pay scale 13 to 18
Salary:	£69,596 – £78,702 per annum (pay award pending)
Accountable to:	Executive Headteacher and Director of Education
Key Relationships/	Executive team and Headteachers
Liaison with:	

Job Purpose:

The purpose of this role is to provide high-quality leadership as Head of School at Overdale Infant School, ensuring strong outcomes and a high quality educational experience for all pupils.

The role will also contribute to school improvement across OAK Trust by supporting teaching and learning, leadership development and collaboration across schools.

It also offers the opportunity to develop as a system leader while contributing to wider Trust priorities and building leadership capacity across the Trust.

Main Duties and Responsibilities:

Leadership of Overdale Infant School (Head of School)

- Lead the day-to-day operation of the school
- Ensure high-quality teaching, learning and curriculum implementation
- Promote high expectations for all pupils, including disadvantaged and SEND pupils
- Lead behaviour, attendance and pastoral systems
- Contribute to safeguarding leadership in line with Trust structures
- Lead staff performance development
- Contribute to self-evaluation and school improvement planning
- Work closely with the Executive Headteacher and Trust leaders

Quality of Education

- Secure consistently strong classroom practice across the school
- Use data effectively to identify priorities and drive improvement
- Ensure curriculum delivery is coherent, ambitious and inclusive
- Support staff through high quality professional development

Instructional Coaching and Professional Development

- Actively engage in and support the Trust's Steplab instructional coaching model
- Promote a culture of continuous improvement through coaching and deliberate practice

- Support the development of teachers and leaders

Digital Strategy (Frontiers)

- Support the effective implementation of the Trust's Frontiers digital strategy
- Ensure technology is used purposefully to enhance teaching and learning
- Maintain a balanced approach, ensuring technology complements strong pedagogy

Trust-wide School Improvement

- Contribute to school improvement across OAK Trust as directed
- Support leaders in other schools where appropriate
- Share best practice and contribute to cross Trust collaboration
- Contribute to Trust priorities relating to teaching, learning and leadership

Safeguarding and Compliance

- Ensure safeguarding is effective and embedded across the school
- Fulfil statutory responsibilities in line with Trust policies
- Promote a strong safeguarding culture

Leadership Development

- Engage in coaching and leadership development
- Contribute to developing leadership capacity across the Trust
- Develop own practice as a system leader

General

- Carry out duties in line with Trust policies and procedures
- Uphold the values and ethos of OAK Trust
- Undertake other reasonable duties as directed by the Executive Headteacher

To undertake any other duties reasonably required by the Trust Executive team provided the task is commensurate with the post holder's core skill competencies, knowledge, and experience in the role.

Person Specification – Director of School Improvement

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent 	<ul style="list-style-type: none"> • NPQH / NPQSL / NPQEL (or working towards)
Experience	<ul style="list-style-type: none"> • Significant leadership experience in a primary school (e.g. Deputy / Assistant Head) • Proven impact on improving pupil outcomes • Experience of leading teaching and learning improvement • Experience of leading and managing staff • Experience of analysing and using data to drive improvement 	<ul style="list-style-type: none"> • Experience across more than one school or phase • Experience contributing to wider school improvement beyond own setting • Experience of working within a MAT or collaborative network
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to lead, motivate and develop staff • Strong interpersonal and communication skills • Ability to challenge constructively and hold others to account • Ability to prioritise and manage competing demands • Ability to work collaboratively across schools 	<ul style="list-style-type: none"> • High expectations and ambition for all pupils • Commitment to inclusion and equity • Resilience and emotional intelligence • Reflective and open to feedback • Integrity and professionalism • Commitment to Trust-wide working
Other	<ul style="list-style-type: none"> • Strong understanding of effective teaching and learning • Knowledge of curriculum design and implementation • Understanding of safeguarding requirements • Understanding of inclusion, SEND and disadvantage • Awareness of current educational priorities and inspection frameworks 	<ul style="list-style-type: none"> • Understanding of instructional coaching approaches (e.g. Steplab) • Understanding of effective use of technology in education