

Job Description: Secondary Improvement Partner (SIP) with transition and sixth form

Responsible to:	Director of Education
Job Type:	Permanent
Grade:	Leadership
Hours per week:	0.4 FTE
Working weeks:	52
Location	Cambrian Learning Trust, Central Office

Summary

The Trust Secondary School Improvement Partner will work as part of the central school improvement team with specific responsibility for leading school improvement work in 4 secondaries. The role will work closely with senior leaders to plan and evaluate school improvement priorities and broker central/external support as needed.

They will lead the strategy for creating highly effective transition from primary through to sixth form, so that all pupils thrive at every step and academic progress can be maximised (this will include both pastoral and academic strategies). They will lead the strategy for sixth form education, working closely with sixth form leaders to develop an excellent reputation, high retention rates, best practice in all areas and strong outcomes for all pupils.

Main Responsibilities

School Improvement

- To be the point of contact for 4 secondary schools and arrange regular support and challenge meetings with Head Teacher (minimum of every 6 weeks).
- To track the performance and capacity within each school and co create self-evaluation documents, key priorities and action plans to bring about rapid improvement.
- Regularly review the standards of teaching and learning with senior leaders through monitoring activities such as learning walks, work scrutiny and pupil voice.
- Through coaching, mentoring and modelling, be a source of inspiration to senior leaders and extend their knowledge and experience.
- Signpost senior leaders to sources of excellent practice within or beyond the trust to help move the school forward in priority areas.

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- Keep abreast of the wider educational landscape and educational research so that discussions are well-informed.
- Lead Head Teacher appraisal at each school.
- To support Head Teachers and senior teams with inspection preparation and follow up to ensure the best possible outcomes.
- Join reviews at each school as well as other schools in the Trust.
- To represent the school at Education Team meetings, providing feedback and brokering additional support needed.
- To coordinate rapid response plans for schools that need intervention.
- Create and maintain a secondary school improvement strategy including transition and sixth form.
- Oversee the Secondary CPD forums.
- Chair the secondary heads strategy group and have an oversight of projects.

Trust Lead for Transition

- To explore widely, and keep abreast of, best practice principles for smooth transition, (both academic and pastoral) with particular focus on disadvantaged pupils.
- To create and champion a Trust wide strategy for transition from KS2 to KS5 using these principles.
- To promote a wider understanding of the challenges at transition for some pupils and ensure that strategies are designed to make this more successful.
- Energise and empower Phase leads to be able to deliver and embed the strategy.
- Monitor the impact through wide analysis of information sources – assessment data, survey information, attendance and suspensions data, pupils voice etc.

Trust Lead for Sixth Form

- To develop a vision and strategy for outstanding Post-16 learning in all schools.
- Drive Help to identify and develop state-of-the-art facilities in each sixth form so that pupils can study a wide range of academic and vocational subjects.
- To review and develop the strategy for recruiting students into sixth forms, ensuring effective marketing approaches, taster sessions and communication strategies to ensure maximum take-up.
- To oversee the setting of appropriately challenging academic targets and ensure that tracking and reporting processes are robust and allow for swift intervention where necessary.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualifications, Education and Training	• Degree and QTS. • Evidence of further professional development such as NPQ or Apprenticeship.
Experience	• Experience of headship. • Experience of school-to-school support work. • Experience of working in a MAT. • Experience of leading sixth form.
Knowledge	• Strong understanding of successful pedagogical approaches and what excellent teaching looks like in classrooms. • Strong understanding of what makes a highly effective curriculum and how this supports personal development. • Understanding of successful whole school inclusion strategies (including provision for those with SEND and PP). • Ability to analyse data for school improvement purposes. • Understanding of Safeguarding, HR, Finance, Health and Safety needed at headship.
Skills and Abilities	• Be visionary and able to inspire others. • Work with kindness and integrity, modelling and exemplifying the values of the Trust. • Be a highly effective communicator, capable of adapting style and approach according to circumstances. • Be reflective and insightful, able to synthesise and summarise information from multiple sources. • Be able to use a variety of approaches when working with leaders such as coaching, mentoring and modelling. • Be extremely well organised and able to work efficiently to maximise use of time, including planning ahead and providing information and reports in a timely manner.
Special requirements	• Requirement to travel between schools.

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