

Job Description

Post Title:	Academy Improvement Officer
Responsible to:	Director of Education
Hours:	Term time + 2 weeks

Purpose of the Role

To provide high-quality school improvement expertise across the Trust, working with Senior Leaders and teaching staff to aspire for excellence in school improvement. The role requires deep professional knowledge, strategic insight, and the capacity to lead improvement beyond a single lens.

- To make a significant contribution to the Trust's Academy Improvement Strategy working with the Academy Improvement Team and school leaders to secure the very best outcomes for learners and successful Ofsted gradings.
- To drive forward and embed the Trust's initiatives to continue to raise standards across PDET.
- To provide professional challenge and support to leaders and staff in PDET academies whilst upholding the Christian ethos and values of the Trust - understanding that adults need to flourish in order for pupils to flourish within the PDET family.
- To work with non PDET schools, as appropriate, in line with services procured.

Main Duties and Responsibilities

- Provide professional challenge and support to school leaders, informed by robust evidence and accurate evaluation
- Build a well-developed specialist area that strengthens the expertise within the existing team
- Contribute to the Trust's quality assurance systems including learning walks, documentation reviews and stakeholder voice activities
- Provide clear, evidence-informed reports to executive Trust leaders, when needed
- Support and work with academies with preparation for and during Ofsted inspection where required
- Develop trust-wide policies/documentation, frameworks and tools for school improvement
- Contribute to further developing hub working across the Trust through the sharing of good practice across schools, particularly in the area of specialism
- Contribute to and lead CPD as part of the Trust's academy improvement strategy
- Have professional growth discussions with Headteachers and Principals as part of the Trust's 'Growing Leaders' professional development approach
- Work collaboratively and respectfully with Trust leaders, central team colleagues and external partners
- Contribute to the strategic development of the school improvement team
- Exemplify the Trust's Christian values and ensure high levels of credibility at all levels.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the academy improvement officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Line Manager's Signature	
Date	
Postholder's Signature	
Date	

PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Essential	Desirable	How Tested
Qualifications		
Qualified teacher status.	Further Degree or relevant qualification	AF
Professional Development		
Evidence of sustained participation in professional development.	Strong record of ongoing professional learning in a recognised school improvement specialism.	AF
Experience of leading professional development for others.	Experience in Trust-level, LA-level or system leadership roles	AF
Experience		
Experience of working across education organisations.	Experience of working collaboratively in an improvement team	AF
Extensive, relevant portfolio of experience in education and school improvement.	Proven experience in leading school improvement, ideally across multiple schools or within a central/trust role.	AF, I
Successfully demonstrated positive impact on school improvement by translating strategy into action		AF, I
Practical evidence of developing and maintaining good working relationships with a wide range of stakeholders.		AF, I
Vision		
Strong strategic thinking and problem-solving skills, bringing clarity and direction to improvement planning aligned to the Church of England's Vision for Education.		AF, I
A clear vision for the development of Trust-wide Inclusion leading to high achievement for all.		AF, I
Knowledge, Skills and Expertise		
Deep understanding of effective school improvement strategies and current educational research.		AF, I
A strong understanding of primary education, curriculum design, assessment, and effective pedagogy.		AF, I
A defined specialist area that complements the expertise already within the team.		AF, I
Excellent analytical skills, with the ability to interpret data, evaluate provision, and identify clear priorities for improvement.		AF, I
Knowledge and understanding of Ofsted Frameworks.		AF, I

Essential	Desirable	How Tested
Knowledge of a range of DfE statutory guidance.		AF, I
Outstanding communication and relationship-building skills, enabling you to work collaboratively and credibly with school leaders and staff at all levels.		AF, I
Excellent presentation skills for a range of audiences and purposes.		AF, I
Able to produce clear, concise and evaluative reports for leaders within the Trust – school and central team.		AF, I
Strong organisational and time management skills.		AF, I
Confidence in delivering constructive challenge, combined with the ability to coach, mentor and develop leadership capacity.		AF, I
Professional Behaviours and Personal Characteristics		
A commitment to supporting and developing the Christian ethos underpinning daily work in PDET.	Full and active member of a church (Churches Together in England)	AF, I
Model high levels of professionalism, emotional intelligence and impartiality.		I
A proactive, resilient, and flexible approach, with the ability to manage competing priorities across multiple schools.		I
Ability to work independently and as part of an experienced, high-performing team.		I
Strong commitment to inclusion, equity achieving the highest outcomes for all pupils and flourishing of all.		AF, I
Ability to travel independently between the Trust's academies.		I
Safeguarding Responsibilities		
Understand and uphold Trust safeguarding procedures.		I