



Academy Improvement Partner

Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James' C of E Academy

Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Academy
Improvement Partner

Together, pursuing life in all its fullness

Academy Improvement Partner

About the Role

Are you passionate about all pupils learning, achieving, contributing and thriving? Are you committed to continuing to develop our academies as safe spaces where all can have life in all its fullness?

The Trust is looking to appoint an inspirational and highly effective Academy Improvement Partner who is committed to supporting the Diocese of Coventry Multi Academy Trust to achieve educational excellence and further develop the distinctive Christian character of educational provision and the trust community.

In return we can offer:

- A salary of L13 to L17 (£69,596 to £76,772)
- Eligibility to join an excellent pension scheme
- A supportive network of professional colleagues
- A strong culture of professional development, including access to apprenticeship levy development
- The opportunity to be part of an aspirational organization and contribute to its development and growth
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Benefits Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Leah Baddeley, our Chief Education Improvement Officer, directly on leah.baddeley@covmat.org for an informal discussion about the post.

Please note the closing date for applications is 8am on Monday 20 April 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on Friday 24 April 2026.

Job Description

KEY PURPOSE

On behalf of the Diocese of Coventry Multi Academy Trust, take shared responsibility for the development and rapid improvement of academies in the Trust, or school(s) joining the Trust.

To work with each academy individually to secure high quality provision and best value with an unrelenting focus on outstanding progress for all pupils within the vision and values of the Trust.

ACCOUNTABILITIES

The post holder will be line managed by the Chief Education Improvement Officer.

PRINCIPAL RESPONSIBILITIES

Provide dynamic, consistent and motivational leadership to senior leaders in the Trust academies, ensuring the successful delivery of the vision, ethos, aims and objectives of the Trust.

Gain commitment across groups of academies to the need for improvement, creating a collaborative learning culture of high expectations, creativity and aspiration.

Establish collaborative and open relationships with each Headteacher and Academy Governance Committee to develop the vision and plans for each academy, which is responsive to the communities they serve.

At the core of this should be the educational and personal development of the pupils in line with the Christian ethos and values of the Trust.

Ensure strategic plans identify targets to secure rapid school improvement, as judged against the Ofsted criteria, supporting schools effectively before and during the Ofsted inspection process.

Critically evaluate and report on each academy's performance and ensure performance targets are achieved including those in vulnerable groups.

In conjunction with the Headteacher at each academy secure the commitment of parents and the wider community to the vision and direction of the academies and the Trust.

Ensure regular, open communication with the Trust SLT through the Head of Education, working to enable the Board to meet its responsibilities.

With the Trust's Safeguarding lead, ensure Safeguarding processes are always a high priority and academies are committed to exemplary Safeguarding culture.

Carry out the role of Deputy Designated Safeguarding Lead across the trust.

Act as a role model to other staff in delivering the trust's responsibilities to safeguard and promote the welfare of children and young people

HIGH QUALITY LEARNING AND TEACHING

Ensure academies engage learners through creating effective, interesting and relevant teaching and learning with an appropriate curriculum and well-qualified and creative teachers and support staff.

Be immersed in the latest evidence from research on curriculum and pedagogy.

Be proactive in the development of one's own knowledge.

Secure and sustain effective, high quality teaching and learning by ensuring each Headteacher has in place efficient strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement and progress, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups such as EAL, PP, SEN/D etc. Ensure that robust assessment data analysis is used at individual school level, to set challenging targets and monitor progress for individuals, groups and year groups.

Assessing and reporting on the development, progress and attainment of pupils

Working with Trust colleagues, promote excellence in education of the 'whole person' to include academic and spiritual, moral, social and cultural education.

Working with the Headteacher and DBE Advisor, ensure effective practice is embedded in line with requirements of SIAMS (Section 48) inspections.

Ensure that effective and appropriate pastoral support is available to children in the academies. Develop an inclusive and supportive approach so that each academy is a place where all children and the wider school community feel welcome.

Secure approaches to behaviour that are based on the best restorative practices.

SYSTEMS AND PROCESSES

Develop practice of Trust academies working together to support and challenge each other to improve academy quality.

Ensure Trust and academy priorities are consistently and effectively implemented and the impact monitored for pupil progression, attainment and achievement.

Secure robust academy self-evaluation and quality assurance procedures.

Provide reports/data to support the Chief Education Improvement Officer with judgements of school performance. Working with the Headteacher, Academy Governance Committee and the Trust's Chief Finance Officer, advise the Trust and the academy on school improvement issues and their financial implications.

Work with the AGC members to improve and maintain the quality of governance in academies, staging whatever training is necessary so that they hold their academies to account for all aspects

of performance.

Work with the Headteacher and Trust colleagues to recruit and retain staff of the highest quality.

Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.

Ensure that each academy Headteacher has in place for all staff clearly defined responsibilities and accountabilities.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Academy Improvement Partner will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

In rare occasions, the Academy Improvement Partner may be expected to stand in for a trust Headteacher during periods of absence.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers.

- Building bridges with the schools' diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Education Improvement Officer reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	Graduate with Qualified Teacher status	✓		✓		
2	Evidence of a commitment to on-going learning and professional development	✓		✓	✓	✓
3	Achieved NPQH or higher degree in educational leadership		✓	✓		
4	NLE/ LLE /SLE/ other School Improvement status/ experience		✓	✓	✓	✓
5	Qualified and practicing Ofsted Inspector		✓	✓	✓	✓
Professional Experience and Knowledge						
1	Detailed understanding of the current Ofsted inspection system and experience of supporting a school(s) through Ofsted inspections	✓		✓	✓	✓
2	Experience of developing school governance and promoting effective challenge and support	✓		✓	✓	✓
3	Up to date knowledge of education policy (curriculum, assessment, performance data, reporting requirements), pedagogy, and statutory requirements	✓		✓	✓	✓
4	Ability to make consistent and accurate judgements on the performance of schools using a range of information including detailed data analysis and scrutiny of teaching and learning and to identify key priorities for improvement, including the development of stronger leadership and management systems to improve teaching and learning at EYFS, KS1 and KS2	✓		✓	✓	✓
5	Able to analyse and monitor academy performance data meticulously at pupil and whole school level	✓		✓	✓	✓
6	Ability to succinctly report verbally and in written form to academy and trust leadership judgements made and improvement points	✓		✓	✓	✓
7	Experience of promoting and leading school to school strategic partnerships		✓	✓	✓	✓
8	Knowledge of high quality church school provision/ experience of working in a Church school(s)		✓	✓	✓	✓
9	Experience of liaising with Local Authority Education teams, other Children's services, Department for Education/ HM government officials		✓	✓	✓	✓
10	Experience of media relationships		✓	✓	✓	✓
Leading Teaching and Learning						

1	Significant and successful experience as a senior primary school leader/ headteacher/ school improvement professional with a demonstrable track record of impact on improving and sustaining school standards	✓		✓	✓	✓
2	Experience of delivering or facilitating leadership and other staff development programmes with impact	✓		✓	✓	✓
3	Experience of leading/ advising on performance management/ appraisal and successfully addressing underperformance	✓		✓	✓	✓
4	Ability to succinctly report verbally and in written form to academy and trust leadership judgements made and improvement points	✓		✓	✓	✓
5	Experience of HR and staff management	✓		✓	✓	✓
Personal Qualities						
1	Presents as highly professional, setting high expectations for all and leading by example with presence, integrity, creativity, resilience and clarity	✓			✓	
2	Commitment to collaborate ways of working	✓			✓	
3	Ability to generate a sense of collective vision and shared purpose	✓			✓	
4	Excellent organisational skills	✓			✓	
5	An enthusiasm and commitment to leadership development aimed at making a positive difference to children and young people and raising standards	✓			✓	
6	Able to work under pressure to meet targets and deadlines	✓			✓	
7	Confidence and competence in public speaking, writing concise and evaluative reports and in delivering presentations	✓			✓	
8	Able to influence effectively, deliver difficult messages and disagree respectfully	✓			✓	
Other						
1	Supportive of the principals of the academies programme	✓		✓	✓	
2	Be sympathetic to the aims, values, ethos and distinctiveness of Church of England schools and academies	✓		✓	✓	
3	Able to travel across the Diocese and beyond to carry out duties	✓		✓	✓	
4	A worshipping member of a Christian community		✓	✓	✓	

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Academy Improvement Partner**.

Signed

Date