

ELSTON HALL LEARNING TRUST

Job Title:	Trust School Improvement Lead
Pay Range:	L12 – L16
Responsible for:	Leading aspects of the Trust School Improvement Provision and with other senior leaders monitoring progress of SI Plans
Responsible to:	CE

Overall purpose of the role

To work alongside The Trust SLT to provide leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The School Improvement Lead will work alongside Trust ELT/SLT to provide strategic leadership aimed at assembling, delivering and monitoring Targeted School Improvement Plans.

Have due regard for Professional Responsibilities outlined in STPC Document – Section 46

Specific responsibilities

Professional Duties

- Promote the Trust's vision, values and ethos to pupils, staff, governors, parents, and the wider community
- Create a shared learning culture and positive climate through a distribution of leadership through teams and individuals, working across the school as appropriate
- Translate the vision into agreed objectives and operational plans for the Trust and across the school
- Develop a partnership ethos with the other senior leaders within the Trust, which enables collaboration for effective learning
- Support Headteachers to ensure individual staff accountabilities are clearly defined, understood and communicated
- Ensure compliance at every level with school policies and procedures
- Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment
- Create and promote positive strategies for challenging inequality and prejudices
- Actively promote community cohesion and extended services, working with other parties as appropriate
- Create and maintain effective relationships with parents to support and improve pupils' achievements and personal development

• Work collectively to build a school culture that takes account of the richness and diversity within the school's community
• Actively promote schools as centres of excellence for education and families in the local community
• Collaborate with other agencies to ensure pupil and community needs are met
• Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
Leadership and Management
• Effectively share the management and leadership of schools where need arises or directly applies to school improvement
• Work with Headteachers when required to recruit, retain and deploy staff appropriately within School, and with other senior leaders within the Trust to identify development opportunities across the Trust
• Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve
• Support the creation of an inspiring professional environment consistent with the Trust's and each school's values and aspirations
• Support the process and arrangements for Performance management within the Trust's agreed framework
• Alongside Headteachers, provide effective organisation and management for the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation
• Use and integrate a range of technologies effectively and efficiently to help to manage the schools
• Review the impact of policies, priorities and targets of the school and evaluate these with the HT as appropriate
• Implement established school improvement policies and collaboratively review with Headteachers
• Ensure contribution to evidence-based improvement plans to promote continuous school development linked to the school's Self-Evaluation
• Keep Headteachers and Executive leaders fully informed of any critical need, if it affects the smooth operation of schools and the educational experience of the pupils
Teaching and Learning
• Drive a continuous and consistent school focus on pupils' achievement, using data and benchmarks to monitor progress
• Establish creative, responsive and effective approaches to learning and teaching, through the leadership of Continual Professional Development
• Provide leadership to the curriculum planning process, designed and intended to assure the school's ability to provide a sound, relevant, and innovative educational experience for all pupils
• Monitor, evaluate and review school practice and promote improvement strategies reporting with the Headteacher to Trust Leaders
• Effectively and confidently tackle under performance at all levels, through rigorous assessment cycle
• Work with the HTs to create a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning
• Ensure involvement in the life and activities of pupils by recognising their achievements and sharing in their successes as well as their challenges and concerns.
• Maintain with the HTs and further develop, an organisation in which all staff recognise that they are accountable for the success of the school

Collaborate to ensure provision for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.
Work with HTs to ensure effective systems, excellent teaching and learning for most vulnerable pupils including Pupil premium
Specific Roles and Responsibilities
Lead the Trust's response to School Improvement understanding its place within the wider Trust (and individual school) improvement vision
Support the design and implementation of School Improvement support following moderation of school data, national trends and local targets
Use data to work with Headteachers to write School Improvement action plans, regularly monitoring and reviewing these for further improvements
Liaise with other school leaders and School Improvement staff to ensure the delivery of School Improvement plans
Report opportunities and requirements for additional CPD for School Improvement or the growth of teacher development.
Attend SLT meetings where School Improvement features as an item on the agenda – reporting to Trust Leaders, Governors and Trustees
Coordinate the Trust participation into the Maths Mastery Programme – ensuring all schools retain a coordinated Trust response.
General
Contribute to the aims, vision and ethos of the Trust.
Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
Appreciate and support the roles of colleagues and other professionals.
Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
Dress in a professional and appropriate manner, that will further support the schools' policies on uniform
Participate in further training and professional development as appropriate.
The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager.