

## **LEARNING ACCORD MULTI ACADEMY TRUST**

### **Job Description:**

**Job Title:**           **Academy Improvement Officer**   **(Fixed Term / Possible secondment opportunity in the first instance, with potential to become permanent)**

**Salary Range:**       L10- L14 (dependent upon experience)

**Responsible to:**     The CEO

**Accountable to:**    The CEO & The Academy Trust Board

**Primary deployment with Luddenden CE and Oak Primary**

### **Main Responsibility:**

The School Improvement Officer will be an outstanding leader, with a successful track record and significant experience of direct school improvement. The School Improvement Officer will:

- Articulate the vision, values and ethos of the Learning Accord Multi Academy Trust.
- Work closely with the CEO, the Board of Trustees and individual academies to support the school improvement process.
- Implement effective strategies for school improvement at the individual academy level to drive outstanding attainment and progress for all pupils
- Work with senior leaders to monitor, evaluate and report school performance
- Be committed to working with senior leaders to create a culture of excellence across all Learning Accord Academies.
- Challenge and support school leaders and staff to improve the performance, progress and wellbeing of pupils
- Secure commitment and engagement across the Trust, creating a collaborative learning culture of high expectations, creativity and aspiration through the development of MAT Networks and hubs
- Have accountability for all aspects of Teaching and Learning and Standards across the Trust; providing dynamic and strategic direction and leadership across the Trust academies

### **Main Duties**

- Take shared responsibility for the development and rapid improvement of nominated academies in the Trust, or academies joining the Trust.
- Work with each academy individually, in and across local partnerships to secure high quality provision and best value with a sustained focus on outstanding progress for all pupils
- Model teaching approaches and support subject leadership development
- Critically evaluate and report on each academy's performance, providing thorough notes of visit with clear recommendations and action points.

### **Strategic**

- Implement the Trust school improvement strategy to enable Trust academies to achieve excellence
- Support self-evaluation and improvement plans of all Learning Accord Academies.
- Be proactive and drive the strategic priorities ensuring that the Trust strategic plan is fully aligned and in tune with the local academy plans.
- Maintain an outward facing role with Academy local communities to strengthen relationships, secure further development and support the individual academies within the Learning Accord Multi Academy Trust
- Ensure strategic plans identify targets to secure rapid academy improvement, in line with the Ofsted criteria, supporting schools effectively before and during the Ofsted inspection process
- Ensure regular and effective communication with the Trustees, Local Governing Body and Senior Leaders, to enable the Board of Trustees to meet its responsibilities

### **Leadership and Management**

- Provide inspirational, dynamic, consistent and motivational leadership, creating a culture of constant improvement to secure the educational and personal development of all pupils in line with each academies individual ethos and values
- Ensure performance targets are achieved including review of provision and impact for the most disadvantaged pupils and those in vulnerable groups
- Secure the commitment of parents and the wider community to the vision and direction of the academies and the Trust
- With the CEO and Trustees, develop, implement and review Trust level policies to achieve the Board's stated objectives
- Lead data review and strategic analysis to ensure the effective capture of all Trust level and academy level data to meet statutory and legislative standards
- Support individual academies with approaches to managing behaviour to create harmonious learning environments and good relationships

## **Resources / Change Management**

- Work with senior leaders to develop and effectively and efficiently manage learning environments, resources (people / assets / finances) and facilities of each academy within the Trust;
- Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning
- Proactively respond to the demands of changing legislation, new initiatives and changing practice
- In line with the agreed Trust Scheme of Delegation - develop, empower and motivate senior leaders within the Trust; and support local academy recruitment and staff development where appropriate.

## **Teaching & Learning / School Improvement**

- Have responsibility for developing and leading the process of school improvement across the Trust, providing quality assurance and accountability; underpinned by rigorous and robust data analysis and target setting
- Set high professional standards and ensure the education vision is understood and embraced
- Implement and co-ordinate regular Academy Network meetings; to implement Trust wide policies and strengthen practice
- Provide effective school to school support, ensuring adherence to the Trust's agreed criteria for quality, including evidence of effectiveness and impact.
- Engage with the Anglican Diocese of Leeds, LA's and Ofsted to monitor & review progress towards identified Academy areas for improvement.
- Develop leadership capacity at all levels, through coaching and other appropriate means for the common good of the schools across the Trust
- Support each academy to establish strong middle leadership roles within a distributed leadership structure to enable effective school to school support
- Ensure staff across Learning Accord academies have opportunities for career development and develop processes to grow talent for the good of the Trust
- Maximise the opportunities for sharing of good practice, and development of innovative practice.
- Provide advisory support to other academies as required

## **Compliance**

- With the CEO, ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding requirements and those required by Companies House, and the Charity Commissioners, Data Protection, the Master and Supplementary Funding agreements.
- Ensure that all schools within the Trust meet their safeguarding responsibilities in line with current legislation.

## **Partnerships**

- Establish collaborative and open relationships with Headteachers and governors
- Strengthen partnerships across the Trust and within its academies; through participation in local, diocesan, national and international education networks
- Share skills expertise and capacity across the Trust and its academies and embed system leadership practice where appropriate
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust's strategy at local level and build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from the academies
- Build and maintain strong relationships with parents/carers, pupils, leaders, staff, directors and governors across the Trust.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust

## LEARNING ACCORD MULTI ACADEMY TRUST

### Academy Improvement Officer

### Person Specification

Key Criteria	Essential	Desirable
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>Degree and recognised professional qualification relevant to the role</li> <li>A record of recent and relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate, relevant educational, leadership or management qualification e.g. NPQ</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable success in achieving rapid and sustained school improvement as a senior/middle leader.</li> <li>Experience of modelling outstanding teaching and learning and sustained practice development</li> <li>Experience of providing support for school improvement, with sustained &amp; positive impact</li> <li>Experience of successful working with governing bodies.</li> <li>Evidence of strategic planning.</li> <li>Understanding of the current educational landscape.</li> </ul>	<ul style="list-style-type: none"> <li>System leadership beyond own school (e.g. Senior/Middle Leader, LA Adviser, Consultant, SIP, LLE, SLE, professional partner)</li> <li>Knowledge &amp; understanding of an Academy Trust environment.</li> <li>Leadership experience in a school with a Christian character and ethos.</li> <li>Worked across a range of school types and sizes.</li> <li>Successfully led significant organisational change &amp; improvement.</li> </ul>
<b>Skills, Abilities and Competencies</b>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of the schools' Ofsted Inspection criteria and processes</li> <li>Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment</li> <li>Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of Ofsted and SIAMS frameworks</li> <li>Experience of working with school governance</li> <li>Strategic planning and review of progress against plans in terms of standards and performance, taking decisive action where necessary</li> <li>Ability to plan strategically based on use of data, targets and benchmarking</li> <li>Proven track record of improvement action planning and monitoring of progress including managing the introduction of new initiatives</li> <li>Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge/Experience of working within an Academy Trust setting</li> <li>Experience of governance at School and/or Academy Trust level</li> <li>Knowledge/Experience of working with the Diocese and the Church of England</li> <li>Knowledge and experience of working with 'Analyse School Performance' and FFT</li> <li>Experience of liaison with LA and/or Diocese</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>People oriented with an ability to positively influence and empower</li> <li>Excellent team building skills</li> <li>Strong leadership skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> <li>• Action orientated – outcomes focused</li> <li>• Excellent and adaptable communication skills</li> </ul>	
<b>Faith and Ethos</b>	<ul style="list-style-type: none"> <li>• Actively promote and develop the Christian based ethos of the Learning Accord Multi Academy Trust</li> <li>• Further develop the vision and values across the Trust Academies.</li> <li>• Commitment to working within the Trust’s Christian ethos and values, leading by example</li> <li>• Commitment to working in partnership within the Anglican Diocese of Leeds</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Christian educational context</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent relationship management, experience of successfully working with Governing Bodies, building effective working relationships at all levels, and reinforcing partnerships</li> <li>• Ability to articulate vision to a variety of audiences</li> <li>• Advocacy, facilitation and negotiation skills</li> <li>• Intellectually versatile and innovative</li> <li>• Emotionally intelligent and perceptive</li> <li>• Reliable and trustworthy</li> <li>• Demonstrates energy, dynamism and resilience</li> <li>• Proactive and positive approach to problem solving</li> <li>• Ability to develop a high profile and be a strong visible presence for the Trust</li> <li>• Calm under pressure and self-motivated</li> <li>• Ability to influence and pursue challenging and rigorous questions</li> <li>• Excellent interpersonal, skills with the sensitivity to work well in a range of situations</li> </ul>	