



**Job Description – Senior School Improvement Leader (Secondary)
Start Date - September 2021**

Line Managed by: Director of Education or Assistant Director of Education (Secondary)

Salary range: Leadership points 17 - 22 (£62,570-£70,745)

(Starting salary will be determined subject to experience and qualifications)

Main purpose of the role:

To support the Director of Education and the Assistant Director and to perform a leading role in raising standards, challenging performance, supporting improvement and school effectiveness to ensure that all students attending a Greenshaw Learning Trust school achieve their full potential.

This is a full time and permanent position.

The post holder will primarily be based in the Plymouth region, however, travel to all GLT schools will be required.

Main Duties and Responsibilities:

- Support the Director of Education and Assistant Director with Raising Standards and the development of Teaching and Learning across the Trust
- Actively promote the GLT culture of high expectations by supporting school leadership teams to improve standards across all schools.
- Provide additional, in-school, leadership and learning support when required.
- Have the ability to deputise for a Headteacher in a GLT school if required.
- Support the Director of Education and Headteachers through significant change projects.
- Support the Director and Assistant Director with leading on Review, Challenge and Support Days at schools across the GLT schools.
- Line manage members of the wider, area or subject specific, School Improvement Team, as directed by the Director of Education

Support the Director of Education and Assistant Director (Secondary) with raising standards by:

- Supporting schools to secure or maintain a minimum Ofsted good rating with an ongoing aim of outstanding, quality assure all GLT secondary schools regarding Ofsted preparation and readiness.
- Supporting school evaluation and school improvement planning to raise standards in all secondary schools in GLT.

- Supporting secondary schools with developing and implementing interventions and strategies to rapidly improve student progress.
- Supporting the development of the curriculum ensuring it is best fit for the school.
- Supporting schools with data analysis to assist in prioritising and action planning.

Support the Director of Education and Assistant Director (Secondary) with developing Teaching and Learning by:

- Carrying out quality assurance of teaching and learning (DDI)
- identifying and develop appropriate CPD and intervention packages for each GLT Secondary school
- Monitor and evaluate the performance and needs of schools using data analysis to measure school progress.
- Promote school to school collaboration; facilitating partnerships and networking in departments to share and promote best practice.
- Supporting NQT and Teach First programmes
- Line management of Subject Specialist School Improvement Leads

Support the Director of Education and Assistant Director with the development of Curriculum and Assessment by:

- Supporting and developing the Trust shared curriculum, including the alignment of exam boards and options process
- Working across GLT to ensure the development of a world class curriculum.
- Developing and promoting a 'question level analysis' approach across the trust
- Carrying out quality assurance of programmes of study and schemes of work
- Developing our centralised data collection and interpretation processes.



Person specification – Senior School Improvement Leader

Criteria	Essential	Desirable
<p>Training, Qualifications and School Experience: On statement of suitability, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> ● degree ● teaching qualification ● demonstrable experience in senior leadership role ● commitment to own self development. ● curriculum and/or pastoral experience at senior management level 	
<p>Experience: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:</p>		
	<ul style="list-style-type: none"> ● Recent and successful experience as a senior leader within a school setting or within the school improvement service with demonstrable examples of raised standards and attainment ● Demonstrable experience of implementing GLT policy effectively. ● Experience of procuring and embedding a range of evidence-based interventions and innovative practice ● Experience of using and supporting others to use key data sources ● Extensive experience of carrying out observations. 	<ul style="list-style-type: none"> ● Experience in change management ● Experience of providing effective challenge resulting in improved results ● Experience of analysing data and supporting in SEF process and development of SIPs

	<ul style="list-style-type: none"> • teaching and learning and supporting improved standards on a consistent basis • Experience of data analysis and target setting; using evidence-based information about effective learning and assessment for learning 	
Professional Knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:		
	<ul style="list-style-type: none"> • Current educational issues, including national policies, priorities and legislation • Demonstrable understanding of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance. • Principles and practice of educational inclusion, diversity, and access 	<ul style="list-style-type: none"> • Developing choice and flexibility to meet the learning needs of every student.

Application Process

Please provide a personal statement of suitability of no more than 2 sides of A4. In the personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application and name two senior members of staff who are willing to provide references to support your application.

The completed application form and your personal statement should be returned to Justine Appleby, HR Systems Manager via email – jappleby@greenshawlearningtrust.co.uk

Applications must be received no later than midday on **09 March 2021**. Applications received after this date and time will not be included.