

## JOB DESCRIPTION

**POST TITLE:** KS2/3 IMPROVEMENT & COMMUNITY PARTNERSHIPS LEAD

**LOCATION/BASED:** TRUST WIDE

**GRADE:** L15-20

**RESPONSIBLE TO:** DEPUTY CEO/DIRECTOR OF TEACHING & LEARNING

**CORE PURPOSE:** TEACHING & LEARNING, TRANSITIONS & PARTNERSHIPS

The role holder will:

- As part of the Executive team, support the continuous development of high-quality teaching & learning, with a particular focus on Key Stage 2 & 3.
- Develop effective transition procedures with feeder schools, including opportunities for enhanced transition for pupils with SEND.
- Contribute to the training and development of Local Governance groups
- Support the effective administration of school admission appeals.
- Contribute to the Income generation strategy for the Trust through the provision of external support and training.
- Support the development of trust-wide partnerships.

### MAIN DUTIES & KEY RESPONSIBILITIES

1. Using knowledge and experience of Primary education, support the continuous development of teaching, learning and assessment across key stages 2 & 3.
2. Work alongside leaders and teachers to support creative, innovative approaches to learning and teaching and the use of appropriate new technologies to achieve excellence.
3. Constructively challenge underperformance at all levels, ensuring effective corrective action.
4. Ensure a consistent and continuous focus on pupils' achievements, using data and benchmarks to monitor progress in every pupil's learning.
5. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
6. Lead the development of the Trust transition strategy, developing positive relationships with external partners and strengthening internal transition points.

7. Actively contribute to the recruitment, training and development of Local Governance groups, increasing community involvement in the ongoing development of the Trust.
8. Develop effective trust-wide partnership opportunities for both teaching & non-teaching staff.
9. Support the effective administration of both internal and external school admission appeals.
10. Contribute to the income generation strategy for the Trust, through providing external training and support where required.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Co-operate and work with relevant agencies to protect children.
3. Demonstrate the vision and values of the Trust in everyday work and practice.
4. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
5. Maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
6. Attend out of hours events as reasonably required.
7. Regularly review own practice, set personal targets and take responsibility for own professional development.
8. Manage own workload and that of others to allow an appropriate work/life balance.
9. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
10. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive, you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust. It is important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

# PERSON SPECIFICATION

## POST TITLE: KS2 IMPROVEMENT & COMMUNITY PARTNERSHIPS LEAD

<b>QUALIFICATIONS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualified Teacher Status	✓	
Primary (3-11 years) qualification	✓	
A post graduate qualification		✓
Evidence of extensive continuous professional development	✓	
<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Demonstrable experience across primary education at a senior leadership level.	✓	
Demonstrable success in achieving rapid and sustained school improvement, using data and other contextual information insightfully.	✓	
Up to date knowledge and understanding of research relating to education and of current and emerging Ofsted policy and practice	✓	
Experience of building effective partnerships with external agencies, maintained schools and academies.	✓	
Thorough knowledge of the National Curriculum with the ability to communicate a vision of what constitutes exemplary teaching & learning	✓	
A clear understanding of keeping pupils safe in schools	✓	
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Senior leadership experience in the primary phase	✓	
Track record of providing inspiration, strategic thinking, planning and strong leadership and achieving successful outcomes for students and staff	✓	
Experience of implementing effective strategies to secure good and better provision and outcomes	✓	
Evidence of implementing and sustaining an effective inclusion strategy that has benefited students	✓	
Experience of successful working with Trustees, Local Governing Committees, other senior leaders and external stakeholders	✓	
Experience of implementing and managing change on a multi-school level.		✓
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to work successfully under pressure, demonstrating emotional resilience	✓	
A strong moral purpose and drive	✓	
Ability to work as a team member to achieve common goals	✓	
Enthusiasm, self-confidence and initiative	✓	
High expectations for all pupils and a commitment to inclusion	✓	
Caring and supportive	✓	
Ability to motivate and inspire others	✓	

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<b>Ability to think strategically</b>	✓	
A commitment to child protection and safeguarding	✓	
Good communication skills with the ability to relate effectively to all	✓	
A commitment to Equal Opportunities	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
A willingness to provide short-term teaching cover in the primary phase if needed.	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***