

MATRIX ACADEMY TRUST
Job Description – School Improvement Team specialist

Reports to:	School Improvement Team specialist
Purpose of Role	<ul style="list-style-type: none"> • Supporting School Improvement across the Trust. • Supporting on agreed parameters of transformational change in academies identified for improvement. The role is responsible for supporting and developing the leadership capacity of schools to ensure ongoing improvement.
Knowledge and Experience	<ul style="list-style-type: none"> • Applies experience in the leadership of schools to school improvement planning, intervention in schools facing challenging circumstances and the development of educational leadership teams. • Uses experience in preparing schools for Ofsted inspections, as well as knowledge of the inspection framework and practices, to improve the standards in schools. • Utilises knowledge and experience of working in the educational sector, and proven track record in school improvement, to support the design of strategies to improve academic standards and outcomes. • Applies experience in change management and leadership training to target improved performance. • Applies knowledge of educational assessments to support the delivery of pupil assessment, achievement initiatives and programmes.
Decision Making and Problem Solving	<ul style="list-style-type: none"> • Monitors adherence to agreed educational standards and structures within allocated academies, advising on and escalating any issues to the Director of School Improvement. • Work with the Director of School Improvement and schools' leadership teams to monitor and evaluate the academic performance, leadership and management of the Matrix academies. • Supports and works towards the aim that all academies maintain at least a 'good' rating, with the goal of becoming 'outstanding'. • Drives and supports transformational change in any academy which has been identified as 'causing concern'. • Works alongside the Director of School Improvement and school leadership teams in transformational change, up-skilling core staff through advising/mentoring/coaching to build internal leadership capacity. • With the Director of School Improvement, Headteachers and other leaders, ensures that the curriculum is broad, balanced and effective, within Trust parameters, while ensuring local flexibility. • Supports academy to academy collaboration by working with colleagues to improve academic achievement. • Works to develop and promote the Trust's vision, priorities and strategies for achievement and long term success through operational objectives which are understood by all relevant parties.

<p>People Leadership/Development</p>	<ul style="list-style-type: none"> • Drives to create a culture of high expectations, supporting leadership teams to improve standards across all departments. • Advises on the appropriate teaching and leadership training. • Create a climate where leaders are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment. • Develops talented and motivated leadership teams in Matrix academies. • Promotes a positive culture so academies adopts behaviors that exemplify the Trust's values. • Builds own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement. • Promotes the wellbeing of all staff. • Works and liaises effectively with the Director of School Improvement to identify broader areas of improvement and identify opportunities for progression.
<p>Influencing and Managing Relationships</p>	<ul style="list-style-type: none"> • Fosters a culture of collaboration by actively participating in networks and exploring opportunities for academies to engage with, and work with other academies in the interest of school improvement. • Supports the partnership and networking of leaders to share and promote best practice and to support each other with challenges. • Works with other members of the central team to promote Matrix academies as the schools of choice in the local community.
<p>Additional</p>	<ul style="list-style-type: none"> • Attend Parent Advisory Forums/Matrix Trust Board meetings as and when required. • To play a full part in the life of the Trust and academy communities, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example. • Any other duties as directed by the CEO/Director of School Improvement.

This job description may be amended at any time, following consultation between the CEO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CEO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – School Improvement Team specialist

This person specification lists the competencies expected of the School Improvement Team specialist.

1	Skills, knowledge and aptitudes	The Matrix School Improvement Team specialist should be able to provide evidence of the following:	Evidenced in application form
		<ul style="list-style-type: none"> Strong knowledge of educational policy developments and implication for in school practices. 	
		<ul style="list-style-type: none"> Detailed knowledge of effective school improvement practices. 	
		<ul style="list-style-type: none"> Extensive knowledge of effective intervention strategies to impact on school standards. 	
		<ul style="list-style-type: none"> Broad experience of analysing education data to inform successful education delivery. 	
		<ul style="list-style-type: none"> Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques. 	
		<ul style="list-style-type: none"> Producing reports which strategically review and evaluate resources and performance. Being skilled in using a range of techniques to ensure effective collaboration across schools/academies. 	
2	Qualifications and Training	The Matrix School Improvement Team specialist should have:	
		<ul style="list-style-type: none"> Degree level education with QTS. 	
		<ul style="list-style-type: none"> Relevant postgraduate qualifications. 	
		<ul style="list-style-type: none"> Evidence of a commitment to continuous professional development. 	
3	Experience	The Matrix School Improvement Team specialist should be able to produce evidence of:	
		<ul style="list-style-type: none"> Senior leadership experience 	
		<ul style="list-style-type: none"> At least good impact in a school to school capacity. 	
		<ul style="list-style-type: none"> Preparing schools for Ofsted and improving schools in their Ofsted rating. 	
		<ul style="list-style-type: none"> Managing and leading complex changes across a school or group of schools. 	
		<ul style="list-style-type: none"> Evaluating the performance of the leadership and management of a school/academy. 	
		<ul style="list-style-type: none"> Working collaboratively across a group of schools with the impact on outcomes for children evidenced as a result of this work. Developing and motivating senior leaders to achieve success. 	
4	Personal attributes	The Matrix School Improvement Team specialist should:	
		<ul style="list-style-type: none"> Have high expectations for themselves and the people they work with. 	
		<ul style="list-style-type: none"> Be committed to providing a high quality service to the academies. 	

		<ul style="list-style-type: none"> • Be adaptive and responsive to change. • Possesses excellent written and oral communication skills. • Have high level interpersonal skills with the ability to inspire and motivate others. • Be creative in their approach to problem solving. • Be an excellent team player. 	
5	Other	<p>The Matrix School Improvement Team specialist should:</p> <ul style="list-style-type: none"> • Be committed to the Trust's vision and principles. • Be able to work at times convenient to other stakeholders, including evening meetings. • Be able to travel to all academies in the Trust. • Be able to be deployed as appropriate by the CEO. 	