School Improvement Advisor

Required for January 2025

Salary: Competitive

Tel: 07365 521961

Email: enquiries@edlt.org.uk

Website: https://edlt.org.uk

Together we flourish, in the love of God

Welcome from the CEO: Elements Diocesan Learning Trust

Dear applicant,

On behalf of Elements Diocesan Learning Trust, I would like to thank you for your interest in the vacancy for a School Improvement Advisor at Elements Diocesan Learning Trust. We sincerely hope that this welcome, together with any additional supporting documentation, will inspire and encourage you to want to work with us.

This is an exciting time for Elements Trust as we enter the next phase of our development and begin to grow and support schools across the Dudley borough. Currently, school improvement support is accessed through the Worcester Diocesan Education Team and now, in preparation for future growth, we are seeking to appoint our very own School Improvement Advisor to work across our trust schools.

As a Trust, we are determined to provide the very best for each of our pupils. We expect all our children to receive a high-quality education and be well-prepared for their next steps. Our School Improvement Advisor will oversee all of our schools in delivering the Trust's core purpose of ensuring that all children receive an excellent and ambitious education and are as successful as possible.

We are looking for someone with a proven track record in school improvement to build on existing partnerships and to work collaboratively to promote the high aspirations of our Trust community. It is a great opportunity to work closely with myself and a group of fantastic school leaders who believe passionately in what they are doing.

The successful candidate will be a qualified teacher with headship or senior leadership experience in a school. They will be able to demonstrate a significant track record of leading and delivering school improvement and a thorough understanding of the primary curriculum. They will have excellent inter-personal skills and an unwavering commitment to working in partnership with all stakeholders.

We will offer significant support and training to help you excel in this role. You will gain a wealth of experience of school improvement and there will be opportunities for further development. In this role you will have significant responsibilities, work with senior colleagues, lead school improvement across the Trust and, most importantly, have a positive impact on the lives of thousands of children. This is a post that may change over time as the Trust looks to expand its number of schools and develop in-house CPD opportunities for our dedicated staff teams.

These are exciting times for the Elements Trust as it expands and develops. On a personal level we are looking for an individual who shares our overall vision and who has the personality, energy and drive to contribute to our exciting future. Perceptions play a major part in choosing the right employer for the next phase of your career. I strongly urge you to come and visit us and to meet with myself prior to application. I look forward to meeting you and receiving your application.

Best Regards,

Sarah Riley

Vision

Our vision is to ensure the life chances and educational achievements of all children in our schools are great because they ‘***flourish in the love of God’*** through being a part of our strong trust.

Elements Trust has been developed to enable the coming together of like-minded Primary Schools in Dudley – schools that are separate, discrete ***elements*** that choose to coalesce as a cohesive whole to speak with one shared voice in education within the Borough of Dudley. Each person in these school communities, children, and adults alike, are also ***elements*** in bringing to fruition an education that enables their own flourishing and that of others. They are unique individuals, each with their own agency and characteristics, but who have an exponential effect when working together with shared vision and purpose in pursuit of educational excellence for all children.

Our vision is deeply rooted in, and is an outworking of, the Church of England’s Vision for Education. Elements Diocesan Learning Trust is committed in being ‘Deeply Christian: Serving the Common Good’, inspired by the particular scripture in John 10:10 where Jesus declares *‘I have come that they may have life, and have it to the full’*.

These words, combined with the vision’s four main guiding elements -educating for Wisdom, Knowledge & Skills; Hope & Aspiration; Community & Living Well Together; and Dignity & Respectform the core vision for Elements Diocesan Learning Trust and are our key drivers for success.

Living out our Christian values

As a Church of England trust, we place our Christian values at the heart of all that we do.

**Wisdom**

The decisions we take are wise and are based on informed discussions and evidence and aimed at ensuring we achieve the best outcomes for all without forsaking our values

**Hope**

We have hope for a positive future and always finding positive outcomes

**Honesty**

We are honest with all inside and outside our organisation, whilst being sensitive to how we deliver these messages

**Community and Helpfulness**

We work in co-operation and partnership with all staff and wider stakeholders

**Dignity and compassion**

We treat all those within and outside our organisation with dignity, irrespective of the circumstances, and we show everyone compassion for the difficulties that they are experiencing

**Respect**

We are respectful to all, dedicated to ensuring inclusivity and diversity with those that we work with and for others that meet and our actions may affect.

**Integrity**

We have strong principles rooted in our Christian mission that lead our actions and decisions.

Our values are founded in a Christian tradition which celebrates humanity’s unique role in the world and sets robust expectations for living life well. They set a foundation for our work, directly contributing to the aims of education, as we aim to enable everyone in our community, children and adults to ‘***flourish in the love of God’***.

As Jesus commanded us to love God and one another, so we offer hospitality, **compassion**, and **respect**, accepting and celebrating the diversity of God’s creation, with everyone knowing they are valued. This is exemplified through our care and **helpfulness** towards others, especially those in need, knowing the worth of belonging to our immediate and wider communities. Following the profound example of Christ, the trust aims to carry out its work with **wisdom**, considering all appropriate factors and putting our children and young people first. God’s power enables us to work with **integrity**, as we carry out our Christian mission. This value highlights the duty of the **trust** to contribute to **aspirational and hopeful** futures for the children and young people we serve.

About Elements Diocesan Learning Trust

Elements Diocesan Learning Trust (Elements Trust) was established in 2022 to provide a strong base for like-minded Primary Schools from within the Diocese of Worcester and specifically within the Metropolitan Borough of Dudley. All are deeply committed to implementing a collaborative approach to working and securing excellent educational provision for all pupils, while having one shared voice in education for the Borough.

Elements Diocesan Learning Trust was established by four founding schools and from its inception has always been committed to welcoming further church and non-church schools into the trust from the Diocese of Worcester and the Borough of Dudley. The four founding schools are: Church of the Ascension CofE Primary School and Pedmore CofE Primary School who joined in November 2022 and Christ Church CofE Primary School and St Mary’s CofE Primary School who joined in February 2023.

Elements Trust has high aspirations for its stakeholders, ensuring hope and aspiration for all.  The trust has established strong governance and leadership structures, having a wide breadth of expertise drawn from in and around the context of the founding schools. Our Governance has two tiers. The Trust Board (and its committees) has the overarching responsibility for governance of the trust and each school. Each school also has delegated powers to their Local School Board. Our headteachers report to three groups: the Executive Team (led by the CEO), our Trust Board (Chair is Barry Newton) and their own Local School Board.

Elements Trust supports schools with a comprehensive range of central services, so that school staff and Local School Board members can concentrate on continuing to deliver the highest standards of teaching and care to all pupils. Each headteacher retains leadership and responsibility for these areas but is increasingly supported in these tasks by the trust. As a result of this approach all our schools continue to develop and improve under their headteacher’s leadership, and each enjoys healthy finances.

As a newly formed trust, we are working towards developing consistency on several key education processes, such as Ofsted preparation and improvement planning. Again, each headteacher retains leadership and responsibility for education in their schools, but these processes are supported by the trust. As a result of this approach each school continues to develop and improve but each school retains their uniqueness.

Elements Diocesan Learning Trust Schools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Address** | **Ofsted**  **rating** | **SIAMS**  **rating** | **Website** |
| C:\Users\SRiley\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\44F68CEB.tmpChrist Church CofE Primary School | Church Road, Coseley, Bilston.  WV14 8YB | Good  (2020) | Good | [www.christchurchprimary.org/](http://www.christchurchprimary.org/) |
| Church of the Ascension CofE Primary School  C:\Users\SRiley\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2D7BAB67.tmp | New Road, Wall Heath, Kingswinford.  DY6 9AH | Good  (2021) | Outstanding | [www.chur.ascen.dudley.sch.uk](http://www.chur.ascen.dudley.sch.uk) |
| **C:\Users\SRiley\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\8D3BB148.tmp**Pedmore CofE Primary School | Hagley Road, Pedmore, Stourbridge.  DY9 0RH | Good  (2019) | Outstanding | [www.pedmore.dudley.sch.uk](http://www.pedmore.dudley.sch.uk) |
| C:\Users\SRiley\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5E1A5C05.tmpSt Mary’s CofE Primary School | Queen Street, Kingswinford.  DY6 7AQ | Good  (2018) | Excellent | [www.st-mary-ki.dudley.sch.uk](http://www.st-mary-ki.dudley.sch.uk) |

Why Work for Elements Trust

In keeping with our Christian vision and values, the Elements Trust Board of Directors seeks to ensure a working environment within the Trust, where all:

* Are treated with dignity and respect.
* Are provided with the opportunities to grow and develop.
* Can expect kindness and strong, supportive professional relationships with colleagues.

Therefore, it is our intent that the Elements Diocesan Learning Trust and each of our Elements schools establishes practices which will ensure and hospitable welcome for all and for staff, in particular, positive and productive, working environments.

To this end, the Board has a commitment to a strategy that aims to ensure life in all its fullness for the people who work with and alongside us. Please see our website for further information. [www.edlt.org.uk](http://www.edlt.org.uk)

What we can offer you:

* Competitive salary
* Opportunities for individualised CPD and other training
* Access to professional and personal development
* A caring, committed, friendly and hard-working staff

The Recruitment Process and Key Dates

Thank you for requesting an application pack for the position of School Improvement Advisor for the Elements Diocesan Learning Trust.

In this pack, you will find information about our Trust and a job description, along with essential and desirable qualities for the position. More information about the Trust can be found on our website [www.edlt.org.uk](http://www.edlt.org.uk)

Please ensure that your application form and covering letter endeavour to evidence all the aspects of the role, as outlined in the person specification.

If you require any further information, please contact us via email or telephone. A table of the key dates is shown below:

|  |  |  |
| --- | --- | --- |
| Item | Date | Notes |
| Closing date for applications | Midnight Sunday 16th June | Applications received after this date and time will not be accepted. |
| Shortlisting for interview | Tuesday 18th June | Successful candidates chosen for interview will be notified via application platform.  Unsuccessful candidates will also be notified. |
| Interview | Monday 24th June and Wednesday 26th June | Monday 24th in one of our trust schools, Dudley Borough.  Wednesday 26th at our central offices in Lowesmoor, Worcester. |
| Panel decision | By Friday 28th June | Subject to references and ratification |

Please submit your completed application form via WM Jobs or ETeach.

Job Description

**Post Title: School Improvement Advisor**

**Name:**

**Salary:**

**Reporting to:** CEO

**Conditions of Service:** Full time and Permanent

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. An annual review of this job description will take place as part of the Appraisal Review.*

This role is integral part of the Elements Diocesan Learning Trust (Elements Trust) Central Team, supporting the CEO in providing transformational school improvement support, direction and mentoring to all Elements Trust schools.

**MAIN PURPOSE OF THE ROLE**

* To provide support and challenge to schools to promote continuous improvement and rising standards.
* To provide high quality advice and support for schools on curriculum, assessment, management and school improvement matters.
* To contribute to the development and implementation of high quality and rigorous procedures for the monitoring of schools, including the effectiveness of their arrangements for self-review and ensuring the early identification of schools causing concern
* To work alongside teachers, delivering training and / or mentoring to develop professional skills, pedagogy, sequences of learning etc
* To provide Executive Headteacher support if required.
* To facilitate and manage collaborative learning groups for Elements Foundation Subject Leads, enabling the pro-active sharing of good practice.

**RESPONSIBILITIES, DUTIES AND TASKS**

School Improvement Support

* Support the development of curriculum intent, implementation and impact in each school to ensure it is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for pupils’ future learning.
* Establish subject communities across the Trust, utilising the expertise within our schools.
* Work alongside teachers, as appropriate, to support the development of strong teaching and learning, pedagogy and professional skills / attitudes.
* Develop and enhance moderation across Trust schools; ensuring consistency of approach.
* Ensure the effective use of data to monitor and raise standards for all Trust pupils.
* Build close working relationships with the head teachers / staff and provide appropriate challenge and support, as required.
* Visit schools on a regular basis, monitoring and evaluating performance and providing regular reports to the CEO, as required.
* Identify opportunities for schools to work together on similar issues/strengths.
* Build staff capacity to improve through mentoring, coaching and professional development.
* Support schools to ensure self-evaluation is robust, accurate and explicitly linked to school development planning.
* Ensure school visits are followed up with appropriate reporting, target setting and review.
* Evaluate the impact of improvement strategies and contribute to ensuring equality of support to all schools resulting in all pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, receiving an outstanding education.

School Leadership support

* To provide appropriate induction procedures for new Headteachers
* To lead, manage and direct Headteachers, working productively with them to ensure the continual improvement of the school
* To ensure the education of all pupils is of high quality; engaging and fulfilling across all age groups
* To ensure the school fully implements and sustains its distinctively Christian character and the Elements Trust Vision and Values
* To ensure Safeguarding and Child Protection provision within the school is of the highest standard
* To ensure the school and its employees are mindful of their responsibility to create a safe culture at the school that secures and promotes the achievement of both pupils and staff
* To oversee the provision of high-quality education and standards that will uphold the vision and aims of the school
* To ensure Health and Safety procedures are of the highest standard, rapidly alerting the Elements Trust central team where these are identified
* To oversee and direct the appointment process for new members of staff
* To deal with issues and concerns as they arise so Headteacher can remain wholly focussed on the day to day running of the school

**OTHER DUTIES**

* To contribute to the positive team atmosphere and public image of the Trust.
* To act professionally and with integrity at all times.
* To adhere to and maintain Trust routines and the Code of Conduct, including confidentiality.
* To support the vision and values of the Trust at all times.
* To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
* To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job as detailed by the CEO.
* To undertake health and safety duties commensurate with the post and/or as detailed in the Trust’s Health and Safety Policy.

**GENERAL**

* The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the Trust. The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as School Improvement Advisor to the Elements Diocesan Learning Trust It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the CEO of the Elements Diocesan Learning Trust at any arranged time.
* Elements Diocesan Learning Trust is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Elements Diocesan Learning Trust Equality Policy and Code of Conduct. All employees are expected to be committed to these.
* Elements Trust schools and the Trust offices are non-smoking environments. Elements Diocesan Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.

*Elements Diocesan Learning Trust* *is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.*

**PRINCIPAL CONTACTS**

All Elements Trust staff and CEO

**NOTES**

The Leadership of the Trust reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is consistent with the Elements Trust Equality Policy.

Signed (Issued by): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Received by): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

Should you decide to apply, please ensure your personal statement covers the essential criteria. The table below details the criteria that will be assessed through the application form (AF), the interview (I) or the tasks set during the interview process (T).

|  |  |
| --- | --- |
|  | **Essential** |
| **Qualifications** | |
| Good Honours Degree | ✓ |
| Relevant or recent development that prepares the applicant for this post | ✓ |
| Be willing to undertake further training where relevant | ✓ |
| **Strategic Leadership** | |
| A record of highly successful teaching and achievement with the ability to demonstrate outstanding practice to others | ✓ |
| Significant experience of managing staff and leading whole school initiatives | ✓ |
| A commitment to learning and teaching and a track record of delivering strategies which raise standards for all students | ✓ |
| Evidence of the use of monitoring and evaluation strategies that raise the quality of teaching and learning, and pupil outcomes | ✓ |
| Experience of whole school leadership with evidence of having made a major impact on standards | ✓ |
| Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management | ✓ |
| Experience of managing and leading complex changes across a school or group of schools | ✓ |
| An understanding of the systems and expectations of Ofsted | ✓ |
| Commitment to safeguarding and promoting the welfare of children | ✓ |
| **Skills and Knowledge** | |
| Possess an in-depth understanding of national education priorities and trends, including an up-to-date knowledge of Ofsted requirements | ✓ |
| Have an analytical and evidence-based approach with a clear understanding of data, and of how to use data appropriately | ✓ |
| Be systematic and thorough, paying attention to detail at all operational levels of the school environment | ✓ |
| Ability to challenge sensitively at a high professional level | ✓ |
| Able to produce reports which strategically review and evaluate resources and performance | ✓ |
| **Personal Qualities** | |
| The candidate must have:   * Professionalism, loyalty and integrity, valuing diversity and the unique place and contribution of every individual in the learning community * Management skills and ability to maximise available resources to support and coach staff * The ability to work independently and as part of a team * The ability to maintain successful working relationships with other colleagues * The ability to motivate and inspire all members of the school community * A passion for delivering high-quality education for pupils and their families * A commitment to their own professional development * Good judgement; and be able to assess and balance risks and opportunities * High levels of drive, optimism, resilience and integrity, and a good sense of humour * Excellent time management skills * Health and physical capacity for the role   The candidate must be:   * Adaptable to changing circumstances and new ideas and be able to make decisions based on sound judgement * Self-aware, energetic, enthusiastic, reliable, approachable, highly visible (with personal impact and presence) * Self-motivated with a high level of organisational skills and the ability to prioritise workloads effectively, making professional management and organisational decisions based on informed judgements * Confident with effective leadership skills: decisive, analytical, motivating, inspirational and empowering * Committed to equality, diversity and inclusion * Able to recognise and use the skills and abilities of staff and governors to optimise the schools’ success * Emotionally resilient; able to remain calm in difficult situations and handle change, ambiguity and knock-backs | ✓ |
| Driving required | ✓ |