

JOB DESCRIPTION

JOB TITLE: Secondary School Improvement Adviser (Subject Area)

REPORTS TO: Director of Schools (Secondary)

JOB PURPOSE

- To give advice on educational, organisational, leadership and management issues in line with the vision of the L.E.A.D. Academy Trust
- To support L.E.A.D. secondary schools by establishing strategic plans, as appropriate, in their given subject specialism to ensure improved pupil outcomes
- To support L.E.A.D. secondary schools in identifying their own improvement priorities and ensuring they are receiving high quality support, challenge and advice
- To develop and implement Teaching and Learning initiatives and strategies throughout the Trust's secondary schools which raise the teaching practice of all members of staff and therefore raise pupil standards and progress
- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to learners in all key stages
- To take a lead role, working closely with senior leadership teams and other leading practitioners in developing, implementing and evaluating policies and practice that lead to school improvement
- To undertake research into best practice in other schools
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
- To develop high quality teaching materials and schemes of learning
- To use local and National statistical data and other information, in order to provide, a comparative baseline for evaluating learners progress and attainment, a means of judging the effectiveness of their teaching, a basis for improving teaching and learning
- To support underperforming teachers to enable them to improve their practice
- To contribute to the induction, support and CPD of all newly qualified teachers and liaise with all relevant external organisations
- To actively support the work of the L.E.A.D. Teaching School Alliance
- To support the L.E.A.D. Initial Teacher Training programme and liaise with other lead practitioners/SLE s

Specific duties/responsibilities: Strategic Direction and Development

- Ensure the vision of the L.E.A.D. Academy Trust is implemented in all Trust secondary schools
- Support senior leadership teams through coaching and mentoring of staff
- Support the capability process for staff requiring to improve professional practice.
- Take a lead role, working closely with other leading practitioners in determining and developing policies, procedures and practice, promoting collective responsibility for their implementation to ensure high achievement through effective teaching and learning and whole school improvement
- Analyse national, local and school data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Executive Leadership Team and Director of Schools on progress and plans.
- Use local and national data and other information in order to provide: a comparative baseline for evaluating learners' progress and attainment; a means of judging the effectiveness of their teaching; a basis for improving teaching and learning
- Know how to and take a lead role to improve the effectiveness of assessment practice in the school, analysing statistical information to evaluate the effectiveness of teaching and learning.
- Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
- Lead and support the development of post-16 courses in departments and across schools in liaison with external organisations
- Support the L.E.A.D. Teaching School Alliance in developing and leading professional development opportunities

Teaching and Learning

- Ensure the vision of the L.E.A.D. Academy Trust is implemented in all Trust secondary schools
- Support senior leadership teams through coaching and mentoring of staff
- Support the capability process for staff requiring to improve professional practice.
- Secure and sustain effective teaching of subjects through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the school's monitoring evaluation and review cycle through lesson observations, feedback to teaching staff, work sampling, learner interviews and written reports to the Headteacher and Senior Leadership Team as necessary.

Leading, Motivating & Developing

- Have teaching skills which lead to excellent results and outcomes. Demonstrate excellent and innovative pedagogical practice, and deliver demonstration lessons.
- Carry out subject/quality assurance activities e.g. classroom observations.
- Contribute to the professional development (and performance management where appropriate) of colleagues using a broad range of skills appropriate to their needs so that they demonstrate enhanced and effective practice. (e.g. coaching, mentoring, induction)
- Disseminate materials and advise on practice, research and CPD provision across the Trust and the Teaching School Alliance, where appropriate
- Make well founded appraisals of situations upon which they are asked to advise, applying high level skills in lesson observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet learner needs leading to improvements in learner outcomes.

Person Specification

Essential/Desirable Criteria

Qualifications

- Qualified Teacher Status
- Degree or equivalent
- Established and evidenced practice as an outstanding teacher and leader over a prolonged period

Professional Development

- Evidence of a commitment to own professional development

Teaching & Learning

- Outstanding classroom practitioner
- Proven ability to raise standards in classrooms other than their own
- Experience of leading teaching and learning initiatives beyond their own classroom
- Excellent understanding of the components which comprise outstanding teaching and learning
- Experience of giving effective feedback to colleagues about professional performance
- Experience of coaching and mentoring colleagues
- Experience of conducting lesson observations

Knowledge

- Use of assessment and attainment information to improve practice and raise standards
- Use of strategies to promote good learning relationships and high attainment in an inclusive environment
- Vision for the developments of Teaching and Learning
- Strategies to enhance teaching and learning
- Use of intervention strategies to address identified issues for development
- Awareness of the latest developments and initiatives in education

Skills and experience

- Excellent interpersonal and communication skills
- The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience
- Developing high quality learning strategies and monitoring pupil progress to raise attainment
- Evidence of high achievement in teaching across the Key Stages
- Working effectively as a middle leader or currently leading a key responsibility/development within a team
- Experience of contribution to the professional development/mentoring of colleagues
- Effective use of Assessment for Learning to engage learners as partners in their learning
- Ability to establish curriculum development, assessment, coordination and coaching
- Ability to plan and resource effective interventions to meet curricular objectives
- Development of partnerships with other schools, business and the community