

<b>Job Title:</b>	Lead Officer 11-19 School Improvement
<b>Reporting to:</b>	Director of Education
<b>Responsible for:</b>	School Improvement Officers and Administrators
<b>Location</b>	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

**Mission Statement**

**“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”**

**Job Summary**

To promote, co-ordinate and develop the effectiveness of 11-19 education across Archdiocese schools under the direction of the Director of Education.

**Main Duties and Responsibilities**

1. To promote effective strategies to improve the quality of education and leadership, to secure improved outcomes.
2. To support the promotion of the Catholic ethos, mission and core purpose of schools.
3. To be responsible to the Director of Education for the coordination, monitoring, evaluation, and review of school improvement programmes.
4. To facilitate direct communications between schools at all levels.
5. To facilitate communications between all relevant bodies that will enhance school improvement.
6. To lead on the annual school improvement action planning process under direction of the Director of Education and in collaboration with Headteachers, including production of a calendar of events.
7. To manage the budget for 11-19 school improvement and monitor the cost effectiveness of the service.
8. To develop the 11-19 school improvement section of the Education Department website.
9. To contribute to relevant Education Department website content and oversee its continued development.
10. To lead the school improvement 11-19 team of School Improvement Officers and administrator on a day-to-day basis.
11. To optimize and promote marketing opportunities for the work of the school improvement function within the wider community, by circulating bulletins and newsletters; and by disseminating information on development meetings, initiatives, and decisions.
12. To create opportunities for sharing of the policies and good practice between schools.
13. To liaise closely with Teacher Development Partnership, Catholic Schools Direct and other Teaching development opportunities on behalf of the archdiocese.
14. To undertake an annual appraisal of school improvement officers and administrative support colleagues to discuss progress towards the school improvement objectives and their professional development.
15. To be responsible for the quality assurance of SIP reports and liaise on matters arising with the school improvement officers as appropriate.
16. To build close and effective relationships with Local Authorities.

17. To deliver high quality data and management information to Headteachers.
18. To identify the development needs of leaders at all levels to enable effective commissioning and delivery of leadership training and support.
19. To oversee the coordination, promotion and evaluation of pupil events and other activities.
20. To facilitate links with other partnerships and networks.

#### Responsible for leadership of

21. School Improvement 11-19.
22. Coordination of contracted SIPs.
23. Headteacher's and schools within the archdiocese via an in-depth knowledge of the schools' strengths and weaknesses as provided by SIPs, SIPs' reports, data, inspection, etc.
24. Ofsted Inspections as the Archdiocese Lead Officer.
25. HT Meetings, attendance at Education Department Meetings, archdiocesan Committee Meetings (or equivalent).
26. Development and coordination of NPQs, CEOs programme, etc.
27. Archdiocese presence at awarding body meetings as required.

#### Contributing to school workforce development via

28. Maintaining and further developing a strong core of school and college leaders that have developed strong distributive leadership models that have the capacity to support other schools.
29. Maintaining and developing a sophisticated system of peer to peer professional and leadership development (CPD) supporting professionals from entry as ECTs through middle leadership and onto senior leadership roles. Executive role training including Headteachers and CEOs.
30. To be a point of access for archdiocesan schools and colleges to a sophisticated system for talent management and succession planning that identifies and develops leadership potential.
31. A highly competitive initial teacher training offer meeting the recruitment needs of all schools and colleges across the archdiocese. To build upon the success of Catholic Schools Direct throughout the archdiocese.

### **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

### **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

### **Safeguarding**

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

**Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

**Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

**Voluntary Duties:**

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

**General Clause:**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

<p><b>Signed by Employee:</b> ..... <b>Date:</b> .....</p> <p>Print Name: .....</p>
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<p><b>Signed by Line Manager:</b> ..... <b>Date:</b> .....</p> <p>Print Name: .....</p>
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Qualifications	Essential	Assessment Method
	Qualified Teacher status Degree level qualification Evidence of relevant and recent professional development	A A A
	<b>Desirable</b>	
	Catholic Certificate of Religious Studies or equivalent School Improvement Partnering experience	A A
Experience	Essential	
	Proven experience of in raising attainment and levels of pupil achievement through learning innovation. Proven experience of leading and providing high performing school self-evaluation and performance management processes and their impact on raising standards. Line management and experience of motivating others.	A / R / I  A / I  A / I / R
	<b>Desirable</b>	
	Experience of leading in a large or complex organisation.	A / I
Skills and Knowledge	Essential	
	Sound understanding of the distinctive nature of Catholic education. Sound knowledge of pupils' educational development. Effective teaching and learning strategies and high-quality evaluation skills. Experience of leading staff training/CPD. School evaluation and monitoring and excellent knowledge of current trends. Innovative and creative in approach to raising achievement. Ability to promote effective strategies to improve quality of teaching and learning and leadership to secure improved provision and pupil outcomes. An understanding of Local and National issues/ challenges. A good understanding of the Ofsted Framework.	A  A / I / R A / I / R  A / I / R A / I / R  A / I A / I  A / I A / I
	<b>Desirable</b>	
	Thorough curriculum and assessment understanding.	A / I
Personal Attributes	Essential	
	Excellent communication and interpersonal skills with the ability to effectively deliver or present to a range of audiences. Adaptability to change and new ideas. Emotional resilience. Balancing complex and competing resource demands.	I / R  I / R I / R

	Ability to relate to young people, colleagues and external partners	I / R
	Ability to undertake independent travel across the archdiocese.	I / R
	Able to work flexibly to meet the demands of the job.	I / R
	<b>Desirable</b>	
	Practising Catholic	A / R

A = application

R = reference

I = interview and assessment