

<b>Job Title:</b>	School Improvement Officer (Curriculum)
<b>Reporting to:</b>	Lead Officer 11-19 School Improvement
<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 support the development of school improvement activities across all 11-19 education establishments within the archdiocese.

**Main Duties and Responsibilities**

1. To promote improved standards of education and pupil outcomes across the schools in the archdiocese by contributing to the work of the school improvement team.
2. To support the promotion of the Catholic ethos, mission, and core purpose of the Education Department.
3. To be responsible to the Director of Education for the coordination, monitoring, evaluation, and review of the archdiocese schools.
4. To support direct communications between schools at all levels.
5. To support communications between all relevant bodies that will enhance school improvement.
6. To lead on key elements of the Departmental Plan process that is determined by the Director of Education.
7. Contribute to the development of resources and information for the Education Department website.
8. To promote school improvement with the wider community, by contributing the circulation of bulletins and newsletters; and disseminating information on development meetings, initiatives, and decisions.
9. To support the delivery of a school improvement planned events and publishing of event calendar.
10. To create opportunities for sharing of the policies and good practice between schools.
11. To receive and read SIP reports from schools and colleges and liaise on matters and work with the School Improvement Team to identify support and strategies to bring about improvement.
12. To build close and effective relationships with Local Authorities.
13. To analyse and evaluate high quality data streams that are available for schools.
14. To support the development and delivery of quality assurance systems across the schools.
15. To identify the development needs of leaders at all levels to support the Lead Officer 11-19 School Improvement to commission and deliver leadership training and support.

16. To promote effective strategies to improve the quality of teaching and learning and leadership, to secure improved outcomes.
17. To coordinate, manage, promote and evaluate pupil events and activities.
18. To facilitate links with other partnerships and networks.
19. To support the writing of bids as and when required.
20. Key areas of responsibility include:
  - a. Curriculum
  - b. CPD Leads
  - c. Post 16
  - d. Literacy and numeracy
  - e. Specific project development e.g. schools in need
  - f. Exam Officers
  - g. Meeting with exam boards
  - h. Physics partners
  - i. Triad development of middle and senior leadership roles and responsibilities
21. You will be responsible for participating in subject specific network meetings.
22. Coordinate, monitor and promote the Archdiocesan Subject Leader programme.
23. Attend Ofsted inspections as the archdiocesan representative.
24. Organise mentoring for Headteacher's when required.

Contributing to school workforce development via

25. 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.
26. 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.
27. 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.
28. 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 likely 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 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.

**Signed by Employee:** ..... **Date:** .....

Print Name: .....

**Signed by Line Manager:** ..... **Date:** .....

Print Name: .....

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