



Academy Improvement Officer Application Pack

May 2023

LEARNING ACCORD MULTI ACADEMY TRUST

Academy Improvement Officer

Learning Accord Multi Academy Trust are looking to appoint a talented individual as an Academy Improvement Officer.

The post is full time and a fixed term contract in the first instance to commence as soon as possible and **until 31st August 2024**. There may be flexibility to extend the contract and/or convert the contract to a permanent role for a suitable candidate subject to future funding. The post could be offered as a possible secondment opportunity subject to agreement with current employer.

Dear Applicant,

Thank you for the interest that you have shown in the post of Academy Improvement Officer within the Learning Accord Multi Academy Trust. In this pack you will find the job description, and person specification for the Academy Improvement Officer Role.

You can access further information about the Trust from our website www.learningaccord.org including details of our school improvement strategy, business plan and growth strategy.

The Learning Accord Multi Academy Trust was established in March 2017, with three founder converter academies from within the Kirklees Council area. The Trust is an approved DFE sponsor and currently has 8 academies, with two sponsored Academies, (one in Kirklees and one in Calderdale), and a potential two further sponsored academies and three further converter schools to join the Trust. In addition, the Trust has two current Associate Members working alongside our family of schools.

Amongst our academies we have a team of talented, professional and caring teaching and support staff, committed local governing bodies and a skilled and proactive board of trustees. We place high emphasis on staff development and support and the successful applicant will join our small, supportive and growing central MAT team.

As our Multi Academy Trust grows we are now looking to build further capacity within our leadership team. I believe that this post offers an exciting and developmental opportunity for the right candidate who has exceptional leadership and management skills and a people focused, caring approach to school improvement.

At the heart of this role will be working alongside our potential sponsor academies Luddenden CE (Calderdale) and Oak CE Primary School (Kirklees) to drive the school improvement process; supporting leaders, teaching and support staff to secure improved outcomes for pupils. The successful candidate will play a significant part in shaping the future of the organisation and strengthening teaching and leadership as they move towards conversion.

Thankyou once again for your interest in the Learning Accord Multi Academy Trust.

With Very Best Wishes,

Elaine Watson
Chief Executive Officer



Introduction

The Learning Accord Multi Academy Trust is an inclusive trust which welcomes church and community schools and celebrates diversity and distinctive context.

We recognise that for our learners, life chances are formed throughout their primary education. Our responsibility is to celebrate each child's talents and build upon each child's experiences to ensure that they make the progress that they deserve. Our aim is that all will flourish and achieve the highest standards.

The Board of Trustees of the Learning Accord MAT is committed to ensuring a high performing multi academy trust that delivers the very best educational experience for pupils at all of our academies. The Trust aims to respond to the changing educational landscape as more and more schools convert to academy status.

The core purpose of the Trust is to maintain good and outstanding schools and ensure the rapid improvement of schools which need support to become good or outstanding. The Trust will act as the sponsor for any Church school within the Anglican Diocese of Leeds, or local community school who wishes to become an academy. Similarly, the Trust will welcome Church or community schools which are being directed to become sponsored academies by the Department of Education.

Contact Details:

Learning Accord Multi Academy Trust
MAT Headquarters
Skelmanthorpe Academy Nursery Building
Elm Street,
Skelmanthorpe
HD8 9DZ Tel: **01484 863306**
ceo@learningaccord.org
www.learningaccord.org



Learning Accord Academies:

Scissett Church of England Academy

A National Support School

Age Range 5-10 (YR to Y5). Ofsted Rating Outstanding in April 2014 (predecessor school Scissett CE (A) First School).

SIAMS rating Good in February 2019.

Website <https://www.scissettceacademy.org>

St Aidan's Church of England Academy

Age Range 5-10 (YR to Y5).

Ofsted Rating Good in February 2020.

SIAMS rating Outstanding in 2016.

Website www.saintaidans.org.uk

Skelmanthorpe Academy

Age Range 3-10 (N to Y5).

Ofsted Rating Good in January 2020 .

Website <https://www.skelmanthorpeacademy.org/>

Helme Church of England Academy

Age Range 5-11 (YR to Y6)

Ofsted Rating April May 2022

Website <https://www.helmeschool.com>

New Mill Infant School

Age Range 5-7 (YR to Y2)

Ofsted Rating Predecessor School Kirkroyds Infant School Inadequate November 2018.

Website <https://www.newmillschools.org.uk/home>

New Mill Junior School

Age Range 7-11 (Y3 to Y6)

Ofsted Rating Predecessor School Wooldale Junior School Requires Improvement December 2017

Website <https://www.newmillschools.org.uk/home>

St Augustine's CE School

Age Range 5-11 (YR to Y6)

Ofsted Rating Predecessor School St Augustine's CE (VA) J & I School Inadequate September 2021

Website <https://www.st-augustines.calderdale.sch.uk/>

Kaye's Academy

Age Range 3-10 (YN to Y5)

Ofsted Rating Good February 2018 (predecessor school Kaye's First and Nursery School).

Website <https://kayesacademy.co.uk/kgfl/primary/kayesprimary>

Additional Schools in Scope

Converter Academies

Lowerhouses CE (VC) J, I and EY School

Age Range 3-11 (N to Y6)

Ofsted Rating Good June 2018 (currently on a trajectory to convert- 1st July 2023)

Website <https://www.lowerhouseschool.co.uk/>

Associate Member Schools

Luddenden CE School

Age Range 3-11

Ofsted Rating Requires Improvement Dec 2021 (LAMAT sponsorship agreed- trajectory to convert Autumn 2023)

Website <https://luddenden-ce.calderdale.sch.uk/>

Oak Primary School

Age Range 3-11 (N to Y6)

Ofsted Rating Inadequate October 2022 (LAMAT sponsorship agreed- trajectory to convert 2024)

Website <https://www.oakprimary.co.uk/>

Learning Accord Vision, Mission and Values

Partnership Promoting Excellence

Our Vision:

- Church of England schools working in partnership with community schools
- Preserving Distinctive Context for church and community schools
- Commitment to achieving excellence for all pupils so that they can meet their full potential

Our Mission:

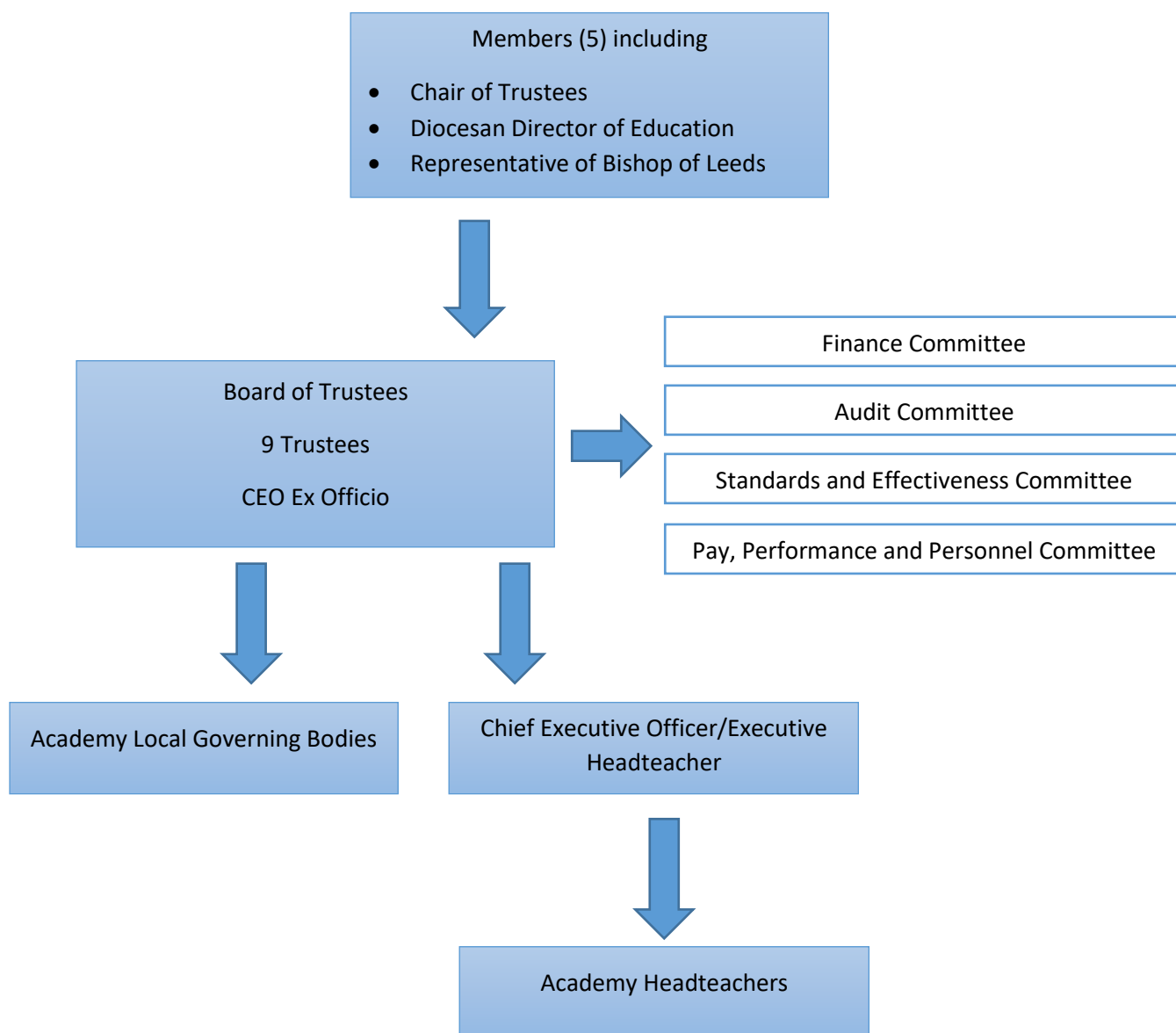
- To support and encourage the work of academies in Learning Accord Multi Academy Trust; promoting school improvement to ensure high standards for our pupils.

Our Values:

- To ensure all Learning Accord academies are centres of excellence with a focus on nurture and achievement for all
- To develop a strong culture of professional development amongst our teaching and support staff, building on personal strengths and providing effective support for career development
- To promote high quality teaching and learning and effective support for pupils of all abilities in the pursuit of outstanding progress and attainment
- To ensure Learning Accord academies welcome and celebrate diversity and provide a particular vocation to the least advantaged to enable all pupils to maximise their life chances

- To have high aspirations for all pupils and staff, based on our educational heritage and culture making best use of research, pedagogy and child development

Governance Structure of Learning Accord Multi Academy Trust



How to Apply

Applicants are warmly invited to visit and discuss the post in further detail.

Please complete the separate application and monitoring form. In addition, please submit a statement of no more than 2 sides of A4 in which you outline your strengths and expertise and your suitability for the post.

Closing Date: **14th June 2023** at 12 noon.

Applications should be marked for the attention of the CEO Elaine Watson.

Applications may be made by email to: ceo@learningaccord.org

Interviews will take place on 22nd June 2023.

Our Offer

- Learning Accord Multi Academy Trust provides excellent staff development, coaching and mentoring opportunities
- The Trust works in line with national pay and conditions of service, with the same entitlements to salary increase and pay review as for LA Maintained schools.
- **Pension** – All Learning Accord Employees have access to the Teachers' Pension Scheme or Local Government Pension Scheme.
- **Continuing Professional Development** – Learning Accord Employees are provided with a range of bespoke professional development opportunities for further career progression:
 - Access to relevant training (National College, Yorkshire Anglican Learning Partnership etc. MAT training and Networks)
 - Access to appropriate National professional qualifications where appropriate
 - Bespoke CPD opportunities

Additional benefits:

- Kirklees Active Leisure Discount
- Cycle to work scheme.
- Insurance scheme benefits e.g. counselling, access to a GP and other healthcare support.
- Employee Health Services and HR support.
- The Trust's HR policies are generous e.g. maternity, paternity, adoption leave; flexible working, leave of absence.

LEARNING ACCORD MULTI ACADEMY TRUST

Job Description:

Job Title: Academy Improvement Officer (Fixed Term / Possible secondment opportunity in the first instance, with potential to become permanent)

Salary Range: L10- L14 (dependent upon experience)

Responsible to: The CEO

Accountable to: The CEO & The Academy Trust Board

Primary deployment with Luddenden CE and Oak Primary

Main Responsibility:

The School Improvement Officer will be an outstanding leader, with a successful track record and significant experience of direct school improvement. The School Improvement Officer will:

- Articulate the vision, values and ethos of the Learning Accord Multi Academy Trust.
- Work closely with the CEO, the Board of Trustees and individual academies to support the school improvement process.
- Implement effective strategies for school improvement at the individual academy level to drive outstanding attainment and progress for all pupils
- Work with senior leaders to monitor, evaluate and report school performance
- Be committed to working with senior leaders to create a culture of excellence across all Learning Accord Academies.
- Challenge and support school leaders and staff to improve the performance, progress and wellbeing of pupils
- Secure commitment and engagement across the Trust, creating a collaborative learning culture of high expectations, creativity and aspiration through the development of MAT Networks and hubs
- Have accountability for all aspects of Teaching and Learning and Standards across the Trust; providing dynamic and strategic direction and leadership across the Trust academies

Main Duties

- Take shared responsibility for the development and rapid improvement of nominated academies in the Trust, or academies joining the Trust.
- Work with each academy individually, in and across local partnerships to secure high quality provision and best value with a sustained focus on outstanding progress for all pupils
- Model teaching approaches and support subject leadership development

- Critically evaluate and report on each academy's performance, providing thorough notes of visit with clear recommendations and action points.

Strategic

- Implement the Trust school improvement strategy to enable Trust academies to achieve excellence
- Support self-evaluation and improvement plans of all Learning Accord Academies.
- Be proactive and drive the strategic priorities ensuring that the Trust strategic plan is fully aligned and in tune with the local academy plans.
- Maintain an outward facing role with Academy local communities to strengthen relationships, secure further development and support the individual academies within the Learning Accord Multi Academy Trust
- Ensure strategic plans identify targets to secure rapid academy improvement, in line with the Ofsted criteria, supporting schools effectively before and during the Ofsted inspection process
- Ensure regular and effective communication with the Trustees, Local Governing Body and Senior Leaders, to enable the Board of Trustees to meet its responsibilities

Leadership and Management

- Provide inspirational, dynamic, consistent and motivational leadership, creating a culture of constant improvement to secure the educational and personal development of all pupils in line with each academies individual ethos and values
- Ensure performance targets are achieved including review of provision and impact for the most disadvantaged pupils and those in vulnerable groups
- Secure the commitment of parents and the wider community to the vision and direction of the academies and the Trust
- With the CEO and Trustees, develop, implement and review Trust level policies to achieve the Board's stated objectives
- Lead data review and strategic analysis to ensure the effective capture of all Trust level and academy level data to meet statutory and legislative standards
- Support individual academies with approaches to managing behaviour to create harmonious learning environments and good relationships

Resources / Change Management

- Work with senior leaders to develop and effectively and efficiently manage learning environments, resources (people / assets / finances) and facilities of each academy within the Trust;
- Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning
- Proactively respond to the demands of changing legislation, new initiatives and changing practice

- In line with the agreed Trust Scheme of Delegation - develop, empower and motivate senior leaders within the Trust; and support local academy recruitment and staff development where appropriate.

Teaching & Learning / School Improvement

- Have responsibility for developing and leading the process of school improvement across the Trust, providing quality assurance and accountability; underpinned by rigorous and robust data analysis and target setting
- Set high professional standards and ensure the education vision is understood and embraced
- Implement and co-ordinate regular Academy Network meetings; to implement Trust wide policies and strengthen practice
- Provide effective school to school support, ensuring adherence to the Trust's agreed criteria for quality, including evidence of effectiveness and impact.
- Engage with the Anglican Diocese of Leeds, LA's and Ofsted to monitor & review progress towards identified Academy areas for improvement.
- Develop leadership capacity at all levels, through coaching and other appropriate means for the common good of the schools across the Trust
- Support each academy to establish strong middle leadership roles within a distributed leadership structure to enable effective school to school support
- Ensure staff across Learning Accord academies have opportunities for career development and develop processes to grow talent for the good of the Trust
- Maximise the opportunities for sharing of good practice, and development of innovative practice.
- Provide advisory support to other academies as required

Compliance

- With the CEO, ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding requirements and those required by Companies House, and the Charity Commissioners, Data Protection, the Master and Supplementary Funding agreements.
- Ensure that all schools within the Trust meet their safeguarding responsibilities in line with current legislation.

Partnerships

- Establish collaborative and open relationships with Headteachers and governors
- Strengthen partnerships across the Trust and within its academies; through participation in local, diocesan, national and international education networks
- Share skills expertise and capacity across the Trust and its academies and embed system leadership practice where appropriate
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust's strategy at local level and build relationships locally, nationally and

internationally to secure their support in partnership with the relevant personnel from the academies

- Build and maintain strong relationships with parents/carers, pupils, leaders, staff, directors and governors across the Trust.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust

LEARNING ACCORD MULTI ACADEMY TRUST

Academy Improvement Officer

Person Specification

| Key Criteria | Essential | Desirable |
|---|---|--|
| Professional Qualifications | <ul style="list-style-type: none"> Degree and recognised professional qualification relevant to the role A record of recent and relevant continuing professional development | <ul style="list-style-type: none"> Post Graduate, relevant educational, leadership or management qualification e.g. NPQ |
| Experience | <ul style="list-style-type: none"> Demonstrable success in achieving rapid and sustained school improvement as a senior/middle leader. Experience of modelling outstanding teaching and learning and sustained practice development Experience of providing support for school improvement, with sustained & positive impact Experience of successful working with governing bodies. Evidence of strategic planning. Understanding of the current educational landscape. | <ul style="list-style-type: none"> System leadership beyond own school (e.g. Senior/Middle Leader, LA Adviser, Consultant, SIP, LLE, SLE, professional partner) Knowledge & understanding of an Academy Trust environment. Leadership experience in a school with a Christian character and ethos. Worked across a range of school types and sizes. Successfully led significant organisational change & improvement. |
| Skills, Abilities and Competencies | <ul style="list-style-type: none"> Comprehensive knowledge of the schools' Ofsted Inspection criteria and processes Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of Ofsted and SIAMS frameworks Experience of working with school governance Strategic planning and review of progress against plans in terms of standards and performance, taking decisive action where necessary Ability to plan strategically based on use of data, targets and benchmarking Proven track record of improvement action planning and monitoring of progress including managing the introduction of new initiatives Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required | <ul style="list-style-type: none"> Knowledge/Experience of working within an Academy Trust setting Experience of governance at School and/or Academy Trust level Knowledge/Experience of working with the Diocese and the Church of England Knowledge and experience of working with 'Analyse School Performance' and FFT Experience of liaison with LA and/or Diocese |

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|---------------------------------|---|--|
| Behavioural Competencies | <ul style="list-style-type: none"> • People oriented with an ability to positively influence and empower • Excellent team building skills • Strong leadership skills • Adaptable and flexible • Action orientated – outcomes focused • Excellent and adaptable communication skills | |
| | | |
| Faith and Ethos | <ul style="list-style-type: none"> • Actively promote and develop the Christian based ethos of the Learning Accord Multi Academy Trust • Further develop the vision and values across the Trust Academies. • Commitment to working within the Trust’s Christian ethos and values, leading by example • Commitment to working in partnership within the Anglican Diocese of Leeds | <ul style="list-style-type: none"> • Experience of working within a Christian educational context |
| | | |
| Personal Qualities | <ul style="list-style-type: none"> • Excellent relationship management, experience of successfully working with Governing Bodies, building effective working relationships at all levels, and reinforcing partnerships • Ability to articulate vision to a variety of audiences • Advocacy, facilitation and negotiation skills • Intellectually versatile and innovative • Emotionally intelligent and perceptive • Reliable and trustworthy • Demonstrates energy, dynamism and resilience • Proactive and positive approach to problem solving • Ability to develop a high profile and be a strong visible presence for the Trust • Calm under pressure and self-motivated • Ability to influence and pursue challenging and rigorous questions • Excellent interpersonal, skills with the sensitivity to work well in a range of situations | |