



## Job Description

### Head of Standards & Quality Assurance

<b>Job Title</b>	Head of Standards & Quality Assurance
<b>Package</b>	Competitive package by negotiation, including contributory pension scheme, Health Shield, flexible work pattern considered
<b>Hours</b>	39 hours constitutes full-time; weekly hours by negotiation
<b>Office Location</b>	At present your main place of work will be Easton House, 109 Dereham Road, Easton, Norfolk NR9 5ES. To support the needs of the MAT your base may be moved within the Diocese
<b>Responsible to</b>	Chief Executive Officer (CEO) / Director of School Improvement (DoSI)

### Key Working Relationships

#### Internal

- St Benet's MAT Board
- Chief Executive Officer
- Director of School Improvement
- Diocesan Director of Education (DDE)
- Headteachers and SLTs
- DoNESC

#### External

- Ofsted, HMI and Regional Schools Commissioner (RSC)
- Norfolk County Council
- Service providers for St Benet's MAT and its members
- Other MATs

### Job Summary/Background

St Benet's MAT has a growing number of academies across Norfolk.

The St Benet's Head of Standards & Quality Assurance will play a central role in providing strategic leadership for St Benet's so that its academy improvement approach delivers successful outcomes and establishes St Benet's MAT as a high performing academy trust.

You will support and challenge academies in the Trust to achieve their aspirational targets for pupils and the communities they serve.



## Main Purpose of the Job

To lead on academy improvement, academy governance and quality assurance strategies across St Benet's MAT and ensure that organisational objectives are achieved.

To provide support, advice and guidance to St Benet's MAT academies, both strategically and operationally, to enable their success, ensuring the consistent application of St Benet's MAT principles, ethos and values.

## Strategic Leadership of Academy Improvement

- Provide clear and concise overviews of school performance in line with the EIF and Trust policies and procedures
- Provide St Benet's MAT Academy Improvement Strategy demonstrating a commitment to collaboration and reflective practice
- To develop and implement the highest standard of safeguarding reviews across the Trust
- Oversee the development of Headteachers by providing a structured peer review process that develops our Headteachers as critical thinkers
- Ensure the St Benet's MAT Quality Standards, as articulated in the prospectus, are embedded across all academies
- Work with St Benet's MAT and academy staff to develop a positive learning culture across the Trust and its academies
- Responsible for the Trust's understanding of each school's development priorities
- Lead on the use of data analysis as one aspect of reviewing a school's performance
- Work with appropriate external partners to support excellent practice and high standards
- Prepare academies to be Ofsted ready
- Ensure work is quality assured by supporting schools in completing and evidencing their self-evaluation
- Develop a collaborative approach to Academy Improvement within the Trust's academies
- Respond swiftly should an academy be under performing or in other difficulty

## Effective governance

- Provide leadership for developing robust and effective governance with Local Governing Bodies guiding governing bodies of priorities and areas of monitoring
- Develop a culture whereby Local Governing Bodies are valued and understand their essential role in the Trust
- Ensure consistency of approach with clerking services and implement appropriate quality assurance processes

## Succession planning and staff development

- Create and deliver peer review training for all senior leaders across the Trust, building a system of peer reviews that provides accurate assessment whilst growing our leaders
- Contribute to targeted development of staff across the Trust with specific training as directed by the Trust



## Culture and ethos

- Proactively promote and demonstrate St Benet's MAT vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trust and its academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity

## Main Duties

- Work with our Headteachers to provide and evidence accurate self-evaluation across our schools
- Provide regular, accurate and detailed reports to the Executive Team identifying key improvement priorities
- Lead the Academy Review process in our schools, helping to explain their priorities and progress
- Quality Assure standards across the Trust in all areas of the EIF, including safeguarding
- Establish school improvement strategies with the CEO/DoSI
- Ensure Local Governing Bodies function effectively
- Recruit, lead, train and deploy Headteachers and other senior staff
- Working alongside the St Benet's MAT Governance Team, recruit, lead, train and deploy Governance Improvement Associates and, when relevant, professional Chairs of Local Governing Bodies (LGB)
- Deliver or co-ordinate CPD and briefing events for Academy Senior Leadership Teams
- Organise the collection, analysis and reporting of achievement data
- Promote and broker or facilitate school-to-school support
- Write intervention plans for schools in post-inspection categories
- Working with the CEO, liaise with Local Authorities prior to conversion of sponsored academies and ensure appropriate due diligence activity takes place to assess capacity to convert with a focus on achieving and sustaining high academic standards
- Organise and QA St Benet's MAT Effectiveness Audits
- Lead Trust self-review processes
- Oversee systems for appointing governors and promoting effective governance
- Advise on delegation and de-delegation of powers to Local Governing Bodies
- Liaise with Ofsted inspectors and HMI
- Arrange representation at Ofsted inspections and feedbacks
- Provide regular updates to the Trust Boards regarding academies performance, collectively and individually
- Advising on policy and practice around academy support and improvement
- This post involves regular travel around the Diocese and some evening and weekend work



## Person Specification

Experience and Knowledge	Essential / Desirable
School Senior Leadership experience	E
Experience of, and proven success with, school improvement strategies	E
Recent experience of Ofsted inspection system and framework	E
Experience as a school inspector	D
Experience of delivering or facilitating leadership and other staff development programmes	E
Experience of quality assuring educational activity	E
Working in Church schools	D
Knowledge or experience of academy conversion processes	D
Experience of dealing with Local Authority Education (Children's Services) teams and systems	D
Experience of liaising with Department for Education officials	D
Experience of school governance and of volunteering	E
Experience of HR and staff management	E
Experience of school strategic partnerships	E
Knowledge of the denominational inspection (SIAMS) framework	D
Knowledge of church schools	D
Experience of media relationships	D
Up-to-date knowledge of education policy, pedagogy, inspection findings and statutory requirements	E

Qualifications and training	Essential / Desirable
Graduate with Qualified Teacher Status	E
Achieved NPQH	D
Evidence of a commitment to on-going learning and professional development	E
Qualified Ofsted inspector	D

Personal Attributes and Skills	Essential / Desirable
Commitment to collaborative ways of working	E
Ability to generate and deliver collective vision and shared purpose	E
Excellent organisational skills	E
Able to analyse and interpret academy performance data	E
An enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	E
Able to work under pressure to meet targets and deadlines	E
Commitment to providing a high-quality service to St Benet's MAT academies and customers / stakeholders	E
Be adaptive and responsive to change	E
Confidence and competence in public speaking and in delivering presentations	E
Able to influence effectively at all levels of an organisation	E
High levels of integrity and honesty, setting high expectations for self and others	E



Special Requirements	Essential / Desirable
Supportive of the principles of the academies programme and of the Diocese's involvement in that	E
Sympathetic to the aims, values, ethos and distinctiveness of Church of England schools and academies	E
Full driving licence and use of car	E
Able to travel across the Diocese and beyond to carry out duties	E
Must have current DBS certification and Barring List Checks	E

**The Trust is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment.**

**We follow safer recruitment practices and all appointments are subject to satisfactory enhanced DBS clearance, satisfactory references and verification of identity and qualifications.**

*This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Trust.*