



LEARNING TOGETHER
CORNWALL EDUCATION LEARNING TRUST

SCHOOL IMPROVEMENT CO-ORDINATOR

JOB DESCRIPTION & PERSON SPECIFICATION

COLLABORATE • EMPOWER • LEAD • TRANSFORM



Lisa Mannall

TRUST LEAD, CORNWALL
EDUCATION LEARNING TRUST

Welcome, and thank you for requesting an information pack for this special vacancy. Cornwall Education Learning Trust (CELT) is a family of Cornish schools with a strategic vision of 'learning together to help every child achieve more'. We are proud to be educating over 7,500 learners across mid-Cornwall and believe there is no limit to what a child can achieve.

As educationalists, we often ask how can we make sure we give every child the chance to shine? How can we make the most of our unique Cornish environment and heritage to fill children with wonder and a grounding sense of place? As a Trust, we agree that a child needs to feel that they are wanted, loved and valued for exactly who they are, from the beginning. At CELT, we believe that nature is a gift we should encourage for every child so forming a relationship with nature early on is a very powerful thing. We want children to grow up remembering their childhood as a happy, safe place where they connected with Cornwall's beautiful natural environment.

Living and working in Cornwall offers you access to a beautiful environment, rich cultural heritage and unique lifestyle which is hard to match. Cornwall has a diverse landscape with nearly a third of the county designated as an Area of Outstanding Natural Beauty. Being almost completely surrounded by sea, there are miles of dramatic coastline, captivating fishing harbours, and spectacular sandy beaches to enjoy but if trees or wide-open spaces are more appealing, there are glorious moors, woods and heathlands throughout the spine of the county.

As a Trust CELT can offer you superb career possibilities in a dynamic team of education professionals. In return you'll dazzle us with your passion, drive, and ambition to make the lives of local children richer, happier and more fulfilling.



JOB DESCRIPTION

Purpose of the Post:

To support the School Improvement team.

Reporting to:

The Executive Leadership Team

Working with:

The Executive Leadership Team, the Senior Leadership Team, the CPD Lead and the Data Lead

Location:

This is a centrally based role and there may be a requirement to travel to undertake work at sites within Cornwall Education Learning Trust.

Salary Grade:

Grade H, £24,251 - £28,813

Hours:

37 hours per week, 52 weeks

The School Improvement Co-ordinator will coordinate the School Improvement activity across the Cornwall Education Learning Trust. With responsibility for the systems and administration of activities and projects as directed by Trust ELT and the wider School Improvement Team.

Closing date for applications: Friday 24th February

Interviews to be held: TBC



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PRINCIPAL RESPONSIBILITIES

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PRINCIPAL RESPONSIBILITIES:

- **Work with ELT + SLT to plan and deliver an extensive school improvement system**
 - **Track school to school deployment and work with Finance to monitor spend**
 - **Co-ordinate visits to all schools inside and outside of CELT**
 - **Create an effective system to support CPD sign up**
 - **Track attendance at external courses by CELT staff**
 - **Support Data collection and the presentation of this information**
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- This role will be responsible for the development and maintenance of robust development systems and processes to ensure efficiency and effectiveness of the Trust School Improvement team.
 - You will play a key role in facilitating the smooth running of internal and external CPD training sessions, collate and present data and manage all School Improvement related administration.
 - Developing and maintaining accurate, easily accessible records and processes for all CPD activities.
 - Working closely with the School Improvement Team to design and communicate administrative procedures for the booking of both in-house and external training courses.
 - Advising staff on CPD access procedures resolving issues and queries as required.
 - Providing timely and accurate reports and updates to ELT and the wider School Improvement Team.
 - Arrange and coordinate school visits in and outside the Trust.
 - Maintain and record accurate budget information to track spend.
 - Developing and maintaining productive working relationships with external providers of CPD.
 - Co-ordinate and facilitate Trust inset days.
 - Supporting the wider School Improvement team projects as required



GENERAL RESPONSIBILITIES APPLICABLE TO ALL STAFF

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.



PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	Level 2 in Maths and English	<ul style="list-style-type: none"> • Administration related qualifications. • Business or events degree 	Application Form Interview Certificates
Skills and Experience	<ul style="list-style-type: none"> • Excellent administration skills, including excel • Effective communication skills • Experience of managing suppliers and budgets • Experience of data collation • Experience of setting up and maintaining systems • Excellent excel skills • Networking with partnership organisations 		Application Form Interview References
Specialist Knowledge	<ul style="list-style-type: none"> • Microsoft packages • Have experience in creating engaging and user-friendly resources (PowerPoint presentations) • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 	Analysing and reporting data	Application Form Interview References
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form Interview