

WMAT School Improvement Committee

2017-18 Headteacher Leadership Team Terms of Reference

Aim

To ensure that all students make outstanding progress through enjoyment and achievement

• **Responsibilities**

- To be jointly responsible for school improvement in all MAT Schools
- To be jointly responsible for the progress and outcomes of all children within the MAT from EYS to year 13
- To provide support to all schools in the MAT as appropriate
- To review key national initiatives and develop appropriate responses
- To scrutinise, consider and challenge a wide range of teaching and learning targets, including overall performance across all schools.
- To exercise delegated functions, make appropriate recommendations and provide information and advice on performance and standards matters to the MAT Directors.
- To respond to requests or submit appropriate recommendations and reports to the MAT Directors.
- To ensure major issues are referred to the CEO and LGB.

• **Roles**

Leadership:

- ✓ To endeavour to provide leadership time to the MAT for school improvement development and school to school support.
- ✓ To contribute strategically towards the SDP and self-evaluation of all MAT Schools.
- ✓ To Coordinate MAT response to OFSTED inspection visits and final reports, including impact on all schools of any standards related matters.

Data:

- ✓ To agree a common framework for data reporting that supports transition from each KS.
- ✓ To monitor the attainment and progress of all children at least 3 times each year using school data
- ✓ To produce a summary report for the directors as required.
- ✓ To develop an intervention programme that enables all students to make progress.
- ✓ To receive and act on, as appropriate, an annual summary analysis of each year's statutory data and advise the MAT Directors and hold the Local Governing Bodies (as appropriate) accountable for any issues arising.
- ✓ To consider and advise the MAT Directors and Local Governing Bodies (as appropriate) on matters relating to the schools' curricula, including statutory requirements.

Teaching:

- ✓ To seek opportunities to share teachers where appropriate.
- ✓ To encourage teaching staff to jointly plan with appropriate colleagues in other MAT schools.
- ✓ To encourage colleagues to observe teachers in other school for joint developmental purpose.
- ✓ To support best practice in development of literacy and numeracy.
- ✓ To encourage all staff to develop strong characteristics of learning in students.

Curriculum:

- ✓ To support the development of an appropriate curriculum that meets the needs of children in each school.
- ✓ To develop a curriculum that supports KS transition.
- ✓ To seek opportunities for joint trips / events.

Development Planning:

- ✓ To agree common school development themes and an appropriate response to the challenges identified.
- ✓ To agree a programme of CPD and moderation based upon need identified by development planning and data analysis

Reporting:

- ✓ Submit agreed reports to the MAT Directors, to an agreed timetable, for approval on pupil performance and the quality of teaching, as contained in the MAT Development Plan.
- ✓ Report and recommend to the MAT Directors any revisions to any individual school's targets and seek approval for any significant changes.
- ✓ Report to the MAT Directors on each individual school's performance against national tests and examinations.
- ✓ Report and recommend to the MAT Directors any action plan in response to OFSTED inspection findings on any standards related matter.

- Membership
 - Headteachers from all MAT Schools
 - Headteachers of schools embarking upon conversion
 - SIPs as appropriate
 - Primary consultant as appropriate.
- Meetings

Meetings will take place every two weeks at each school in the Academy on rotation. Away days will be held as appropriate.

These Terms of Reference for the School Improvement Committee of the WMAT were approved by The Directors of the WMAT on the 19th October 2017.

Signed by Chair of Directors.....

Review Due September 2018.