

Job outline

Job title:	School Effectiveness Adviser (Secondary)
Job ref:	HfL1237
Hours:	37 hours per week (Part time considered for right candidate)
Salary band:	Band 6 c.£60,000 - £65,000 p.a. plus performance related bonus
Contract:	Permanent
Team:	Education Services, Secondary
Location:	Head Office – Stevenage

Our company

Herts for Learning Ltd (HfL) is the UK's largest Schools Company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides trusted, inspirational and collaborative teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. As a not-for-profit company, dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

Job context

Providing challenge and support to Secondary schools and settings (including Special) as a Hertfordshire Improvement Partner, you will also advise schools across the county through consultancy and training. In addition, you will lead and collaborate with other advisers on school improvement initiatives. With successful experience of leadership, you will be passionate about school improvement. You will have the necessary skills and understanding to enable you to support, monitor and challenge schools. You will be self-motivated, flexible and be prepared to travel to schools throughout Hertfordshire (travel allowance paid) and neighbouring authorities. In return, you can expect excellent conditions of employment and exciting professional development opportunities.

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Purpose of the job

- To raise standards, maximise pupil achievement and improve the quality of leadership, management, teaching and learning in Hertfordshire's secondary schools
- To provide both challenge and support to secondary schools and settings
- To maintain and communicate a passion for school improvement, maximising opportunities for all and narrowing the achievement gap for vulnerable pupils
- To maintain an overview of secondary school development, ensuring schools are well informed and that HfL maintains its position as a cutting-edge provider of school improvement services
- To seek out and facilitate the sharing of evidence based practice that is having impact locally and nationally
- To support schools and settings to develop sustainable practice
- To ensure the future of the service by identifying and undertaking trading activities, maximising income and contributing to a team traded target.

Main areas of responsibility

- To act as a School Effectiveness Adviser (SEA) to secondary schools (including Special) and support Headteachers, leadership teams and governing bodies with their self-evaluation, quality assurance and continuous improvement planning.
- Maintain an overview of current local and national best practice in leadership, management, teaching, learning and curriculum development and to disseminate that practice to schools and to officers in the local authority.
- Support the implementation of local or national school improvement initiatives and policies.
- To maximise trading opportunities and to contribute to the achievement of a team traded target through training and consultancy. This includes undertaking agreed activities beyond Hertfordshire.
- Identify and broker appropriate support for schools and routinely evaluate its impact
- Work closely with HCC officers, HfL employees and advisers in serving the best interests of secondary students in Hertfordshire.
- Contribute to planning and evaluation activities across the team and the service.
- Engage with and inform members and local politicians as required.

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- Support schools in preparing for OFSTED and attend feedback meetings where necessary.
- Liaise with the Chairs of Governors and to secure interim headship/ executive headship arrangements as needed.
- To provide written reports as appropriate.
- Understand performance data and support schools to analyse, interpret and plan using this data
- To participate and support in senior school appointments (as the HCC representative in maintained schools)
- As part of the wider secondary team, work closely with the Teaching School Alliances and MATs in Hertfordshire

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

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Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

MEETING THE JOB REQUIREMENTS

Knowledge, Experience & Qualifications

- Degree and/or a relevant teaching qualification
- Experience of successful senior leadership/ school improvement within a school, and/or local authority or MAT setting.
- The ability to analyse, interpret, and use a wide range of data and information on schools and pupils learning
- Proven good evaluation skills and judgement
- Knowledge of a range of school improvement strategies
- Detailed knowledge of the secondary agenda and what constitutes effective secondary leadership and teaching and learning

OFSTED training, a higher degree or additional qualifications in an appropriate area of study are desirable

Equal Opportunities

- Evidence of a commitment to equal opportunities and anti-discriminatory practice.

Skills and Abilities

- High quality communication skills, both written and oral
- High quality presentation and training skills
- An ability to support a range of schools, including schools in challenging circumstances
- An ability to prioritise and organise one's own workload

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- Effective team skills – the post holder will need to work well as part of a team
- An ability to make a significant contribution to the traded income of the team
- A high level of problem solving and creative thinking skills
- ICT skills, insofar as they are necessary to carry out the core tasks of the job.

Personal Qualities

- Ability to establish productive relationships, offer support and listen actively
- Strong interpersonal skills and the ability to gain the confidence of senior colleagues
- Demonstrable passion for school improvement and improving the life chances of young people in Hertfordshire schools and settings
- High professional standards, strong moral purpose, authority, credibility and integrity
- Hard working, self-motivated and flexible

Special Requirements

- The ability to travel to all parts of the county to undertake duties.

In addition the School Effectiveness Adviser will:

- Contribute as a member of the secondary team to the strategic development of the secondary team
- Contribute to the strategic development and ongoing management of monitoring, challenge, support and intervention for Hertfordshire secondary schools, especially those schools causing concern

For an informal discussion regarding the role, please contact Rachel Macfarlane (Director of Education Services) on 07913 973738 or Liz Shapland (Deputy Education Services Director – Secondary) on 07748 148246.

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APPLICATION PROCESS

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

For application queries and submission, please contact our Central Recruitment Team on 01438 843465 or hfl.recruitment@hertsforlearning.co.uk