

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Leadership and Management Adviser
Directorate:	School Improvement
Reporting to:	Principal Primary Adviser
Grade:	Leadership Point 21-26 with 10% uplift for appropriate experience

Job description

Purpose of the post:	<ul style="list-style-type: none">• Promote high standards in all educational settings for pupils of primary school age and early years.• Monitor, challenge, support and intervene in schools in order to raise standards.• Work with head teachers, other senior managers, and governors in schools to improve the quality of strategic leadership and management in schools.• Work with small groups of schools to encourage partnership working, sharing of best practice and the promotion of work in collaborations and federations.• Lead on the LA's responsibility to develop risk management procedures for the organisation with regard to schools and settings.• Work as part of a senior team to implement the LA's school improvement strategy.• Lead on the statutory assessment function for the borough.
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Main duties and responsibilities:	<ul style="list-style-type: none">• Develop, manage and ensure that there are effective support plans in place to raise standards and improve quality in primary schools designated as causing concern.• Manage and secure the delivery of plans in line with the divisional plan, particularly the plans for intervention in primary schools by effectively accessing, deploying and managing resources: people, money, assets, information, and partnership resources.• To review school performance, review of performance against the school's own self-evaluation scheme and against the agreed criteria in the Learning Trust's policy for Schools Requiring Additional Support (SRAS).• To contribute and support the creative and innovative use of ICT in the delivery of the curriculum, in order to raise standards.• To maintain and develop a knowledge of national strategy and initiatives, current research, and examples of effective practice in relation to school improvement and inclusion.• Secure, develop and maintain positive and sustainable relationships with all schools in order to raise standards.• Represent the Primary division as a whole in national, regional and local settings in support of the Learning Trust's objectives.• To lead the school improvement team with focus on our statutory assessment role and School risk management• To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:

Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. A degree or equivalent qualification.	✓	
2. Post Graduate Qualification.	✓	
<i>[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]</i>		
Experience	✓	✓
3. Experience in a senior leadership role in schools	✓	
4. Substantial and broad experience of continued professional development.	✓	
Knowledge	✓	✓
5. A substantial knowledge and understanding of recent education legislation and how its principal components impact on education, especially related to schools causing concern.	✓	
6. Total commitment to equality of opportunity inclusive practice in schools and in service delivery, with a clear understanding of the issues underpinning these values.	✓	
7. An in-depth knowledge of the issues involved in professional support for head teachers, school staff and governors in their drive to raise standards.	✓	
8. Knowledge, understanding of and commitment to effective school self-evaluation.	✓	
Skills	✓	✓
9. Able to advise senior officers and the Directorate.	✓	
10. Proven ability to manage, lead and motivate others and to work as a member of a team, including working successfully with head teachers, teachers, governors and others in Education Services.	✓	
11. Demonstrate previous experience in delivering significant change programmes.	✓	
12. Able to maintain clarity of service objectives and use resources effectively to achieve them.	✓	
13. Able to take a problem-solving approach to problems including difficult service scenarios.	✓	
14. Able to work under pressure, delegate appropriately and meet tight deadlines.	✓	
15. Able to communicate clearly on a one-to-one basis, with a variety of groups and make public presentations presenting credibility in all aspects of the role.	✓	
16. Experience of managing, planning and controlling a budget.	✓	

17.	Commitment to a high quality service delivery, continuous improvement and innovation.	✓	
18.	A drive to play a lead role in making Hackney's School Standards and Effectiveness Service, highly effective in raising achievement and ensuring inclusion.	✓	
19.	Commitment to inclusive educational practices and equality of opportunity.	✓	
20.	Positive attitude to new challenges.	✓	
21.	Commitment to working collaboratively.	✓	
22.	Positive attitude to learning and a desire to continue learning.	✓	