

Job Description and Person Specification

Job details

Job title:	Secondary Leadership and Management Adviser
Directorate:	Children, Adults and Community Health – Hackney Learning Trust
Reporting to:	Principal Secondary Adviser
Direct/indirect reports:	n/a
Budget responsibility:	Yes
Grade:	L22-26
Leadership level:	Strategic
DBS requirement	Yes

Job description

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- Purpose of the post:
- Work with school senior leadership teams and the governors to bring about improvements and raise standards of teaching and learning.
 - To provide vision, direction and leadership, in order to ensure the highest possible quality of education for all pupils, enabling them to reach their maximum potential in all areas of learning.
 - To represent, build and celebrate our diverse pupils and the development of schools in Hackney and in any school they are placed.
 - To work with school leaders to develop an effective staff team, who are committed to getting the very best out of every pupil in Hackney and in any school they are placed.
 - To build and maintain a positive relationship with Governors, to enable them to be effective in their support, challenge and development of the school.
 - To communicate and implement the SDP in partnership with school leaders into a strategic vision for schools. This should be linked to the school's self-evaluation. (Short term placement in schools).
 - To work as a part of the School Performance and Improvement team to raise standards, accelerate progress of pupils and improve
 - To work as part of a team to improve the overall standard of education and to raise levels of achievement to above national average at GCSE and A level.
 - To deliver and develop services to schools as part of the Traded Services offer to schools.
 - To deliver CPD and updates to a wide range of audiences.
 - To provide in-school support and direction for schools in the SRAS process and as part of the core visit programme.
 - 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.
 - To lead on the following areas in the first instance
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- CPD/Subject Leader Network Meetings - leadership training/professional development for middle and senior leaders
- Lead teaching and learning/curriculum groups, with the principal adviser secondary
- Assessment outcomes
- Links with SEND
- Quality Assurance of Alternative Provision
- To carry out line management and quality assurance activities, such as attending subject network meetings, as appropriate
- To attend meetings as required
- To support with and contribute to the design and organisation of conferences.

General requirements:

- Keep abreast of research, publications, initiatives, developments and legislation in the subject(s) and whole school initiatives to identify opportunities and initiatives for 3 subjects through traded services for all schools key stages 1-5, as well as Governors
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our 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.
- All Hackney Learning Trust Staff are expected to demonstrate and work towards developing the HLT Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness

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Person Specification

	Essential	Desirable
Qualifications		
1. Fully qualified teacher status with DfE recognition.	✓	
2. Graduate level qualifications except in exceptional circumstances.	✓	
3. Evidence of recent relevant in-service training.		
Experience		
4. Substantial high quality teaching experience and successful senior management and leadership experience across the secondary age range.	✓	
5. Proven ability to deliver a differentiated curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs. Experience of teaching in an inner city, culturally diverse environment is desirable.	✓	
6. Evidence of significant additional studies relating directly to the education of secondary aged pupils and/ or school management and organisation.	✓	
7. Evidence of responsibility within a successful senior management team, and evidence of an ability to provide strong and confident leadership of a team and manage change quickly and effectively.	✓	
8. Significant experience as a successful Headteacher and/or Deputy Headteacher.	✓	
Personal qualities		
9. Evidence of personal and intellectual qualities and the ability to inspire, motivate and support pupils, staff, parents/carers, governors and the wider community.	✓	
10. Evidence of the ability to consult and seek advice as necessary. Candidates should be open-minded and ready to learn from others.	✓	
11. Evidence of a flexible, non-dogmatic, approach to decision making. Candidates should be persistent, resilient and optimistic in their outlook	✓	
12. Evidence of the ability to listen and communicate effectively both orally and in writing with pupils, staff, parents, Governors, Hackney Learning Trust and the wider community. Candidates should be approachable and accessible at all times.	✓	
Commitment to excellence		
13. To demonstrate high expectations and evidence of a commitment to significantly raise the academic and personal achievement of all pupils.	✓	
14. To demonstrate a commitment to narrowing the gaps for identified target groups.	✓	
Equal opportunities		
15. Evidence of a commitment to promoting, implementing and monitoring equal opportunities at all times and in all settings as a representative of the LA.	✓	✓

Knowledge, skills and abilities		✓	
16.	To demonstrate knowledge and understanding of the role and responsibilities of a Headteacher.	✓	
17.	To demonstrate knowledge and understanding of effective, inclusive learning including SEND and alternative provision		
18.	To demonstrate the ability to raise standards and significantly improve achievement through strategies to improve teaching.	✓	
19.	Evidence of the ability to develop and maintain positive and effective relationships with colleagues, school staff and the wider community	✓	
20.	Evidence of effective team building, team leading and approachability.	✓	
21.	Evidence of the ability to delegate and work in collaboration.	✓	
22.	Evidence of the ability to prioritise tasks, make informed decisions and implement them.	✓	
23.	Evidence of the ability to work co-operatively with a range of external agencies at Borough and wider level.	✓	
24.	Evidence of the ability to think strategically and to plan effectively in both the short and long term.	✓	
Behaviour and ethos			
25.	Evidence of the ability to advise schools on promoting a positive ethos and pride in a school and its physical environment together with high standards of behaviour.	✓	
Leading and management change			
26.	Evidence of the ability to manage change through motivation and effective leadership. Candidates should demonstrate how they respond positively to change in school and at LA level.	✓	
27.	Determination to carry out improvements and initiatives to a successful conclusion	✓	
28.	Evidence of the ability to promote the professional development of all staff as a line manager.	✓	
29.	The ability to understand, develop and use management information systems, in particular knowledge of an ICT system for teaching and learning.	✓	
Educational developments		✓	
30.	Evidence of a sound knowledge and understanding of recent educational developments and legislative changes and how these impact on the leadership and management of a secondary school;		
Performance review		✓	
31.	Evidence of the ability to devise and implement effective measures for the performance of schools based on inspection reports, data and research and to keep these measures under systematic review.	✓	
32.	Evidence of an understanding of school self-evaluation and the processes involved in becoming an effective self-evaluating school	✓	