

JOB SPECIFICATION
Senior Education Adviser (Primary)

Reports To: Education Director

Department/Site: Education

Why	Job Summary <ul style="list-style-type: none"> Secure sustainable improvements in identified Primary, Infant and Junior Academies (to include those new to the Trust, soon to join the Trust, and those rated below 'Good'), focussing on outstanding leadership, pupil progression, behaviour, teaching and enrichment opportunities. Shape and drive the Trust's Primary strategic objectives at a senior level. 	
What	Main Responsibilities <ul style="list-style-type: none"> Provide regular challenge and support for Principals and Senior Leaders within the Trust, holding them to account for the performance of their academies, including overseeing their performance development. Lead and support quality assurance procedures across the Trust for the primary phase. Develop a holistic understanding of the needs of all identified primary academies and support the wider Education Directorate in providing bespoke and effective support to enable continuous improvement. In conjunction with the Education Director, develop an annual primary focus area, and contribute to the Learning Alliance, including training, research and product development. Shape and drive the Trust's primary strategic objectives at all levels. Co-ordinate the work of any Teaching & Learning Consultants or Education Advisers deployed to support identified primary phase academies and ensure work undertaken is effective. Analyse academy performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within identified academies. Use an excellent understanding of current educational issues and legislation to ensure primary is kept at the forefront of national agendas. <p>In the case of academies that are causing concern/facing challenging circumstances, the Senior Education Adviser's tasks will include:</p> <ul style="list-style-type: none"> Identification of the root causes of underperformance, plotting the roadmap to 'good' and 'outstanding'. Develop a robust and strategic Academy Improvement Plan/Post-Ofsted Inspection Plan, to build the academy's capacity to improve and sustain those improvements. Provide rigorous and regular challenge to academy leaders. <p>At an academy level, the key tasks of the Senior Education Adviser include:</p> <ul style="list-style-type: none"> Rigorous focus on pupil progression to ensure Trust-wide systems and strategies are making a measurable difference, maximising pupil attainment and outcomes at EYFS, KS1 and KS2. Observations of teaching and learning to inform effective mentoring and coaching, leading on staff training where appropriate. Rigorous scrutiny of individual academy work and the impact of the leaders within it, reporting to the Education Directors on academy-level performance, highlighting any concerns and making recommendations for solutions where improvement is not rapid enough. Ensure the Academy Improvement Plan is ambitious, sharp and focused on key priorities. Prepare the academy in a highly effective way for their next Ofsted inspection, ensuring self-evaluation is focussed and rigorous. Liaise closely with the Academy Council, advising where necessary and providing reports and updates on the progress made. Undertake any other duties of a similar level and responsibility as may be required. 	
How	Competencies	Personal Attributes <small>(level expected when job is conducted to the required standard)</small>
	Shaping the Future <i>Able to work with academies to create a shared vision and strategic plan which inspires and motivates.</i>	Ability to play a leading role in the further development of the Trust. Passionate commitment to the academic, personal and social development of children and families. Ability to think and act strategically.
	Leading and Managing - Teaching and Learning <i>Develop a successful learning culture, raising the quality of teaching and learning.</i>	Knowledge and experience of quality management systems. High professional standards with an ability to give critical advice to help raise standards. Understanding of effective teaching and learning strategies. Enthusiasm for improvement of teaching and staff development.
	Developing Self and Working With Others	Ability to motivate staff in both the primary and secondary sector.
		Ability to work effectively as part of a team.

Context	Support all staff to achieve high standards, committing to continual professional development for staff and themselves.	Approachable and supportive.	
		Excellent interpersonal, communication and organisational skills.	
		Ability to involve and maintain strong, positive relationships with the whole school community.	
	Managing the Organisation Seek ways of improving organisational structures and resources through rigorous self-evaluation.	Outstanding leader, committed to distributive leadership and teamwork.	
		Ability to manage and motivate staff at all levels – visible and supportive leadership.	
		Able to manage the different priorities of a professional team, displaying calmness under pressure.	
		Excellent negotiating, influencing and presentation skills.	
	Securing Accountability Accountable for the quality of education and improving education service more widely.	Ability to manage budgets, systems and procedures, obtaining value for money.	
		Strategic thinker, proven track record of development and implementing effective strategies and policies.	
		High degree of political sensitivity.	
	Planning and Problem Solving Able to identify potential problems and establish appropriate courses of action.	Be willing to be innovative and to take risks.	
		Ability to respond creatively to challenges, to identify and develop opportunities.	
		Ability to synthesise and evaluate data to support strategic planning.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	<ul style="list-style-type: none"> You will be responsible for the line management of allocated Principals. Act as the line manager to Teaching and Learning Consultants and Education Advisers working on academy improvement projects. Act as a role model to the leadership teams in academies, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<ul style="list-style-type: none"> First degree or equivalent and Qualified Teacher Status. Proven track record of outstanding leadership, ideally gained within more than one setting. Proven track record of whole school improvement, specifically of improving a school's Ofsted rating. Experience of leading successful improvement work in a setting outside your own school. Experience of line managing senior personnel such as Head Teachers. Significant experience of monitoring academy performance at every level; motivating, developing, supporting and challenging staff to sustain improvements. Proven track record of being an outstanding Headteacher. 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check, in order to satisfy our statutory obligations.	