

Job title:	Secondary School Effectiveness Adviser (mainstream and special)
Job ref:	HFL1399
Hours:	37 hours per week
Salary band:	Band 6; Starting salary £64,000–£66,000 FTE p.a. based on appropriate skills and experience
Contract:	Permanent
Reports to:	Rachel Macfarlane, Education Services Director
Team:	Education Services
Location:	Hertfordshire, with the flexibility to be able to work in client settings within surrounding counties as required.

Due to Covid-19 considerations, HfL colleagues are working remotely when not delivering on-site services in schools, settings and trusts. As national guidance changes, our 'working from anywhere' approach will resume - encouraging colleagues to plan diaries to reflect their role requirements, with a mix of remote working and up to 2 days per week in our Head Office in Stevenage when not in schools.

Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools and trusts we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

Job context

Providing challenge and support to secondary schools (including Special and ESCs) as a School Effectiveness Adviser, you will also advise schools across the county and beyond through consultancy and training. In addition, you will collaborate with other advisers on school improvement initiatives.

With successful experience of senior 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 and school leaders. You will be self-motivated, flexible and 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.

Purpose of the job

- To raise standards, maximise pupil achievement and improve the quality of leadership, management, teaching and learning in Hertfordshire's secondary and special schools and ESCs
- To provide both challenge and support to secondary schools (mainstream, special and ESCs)
- To maintain and communicate a passion for school improvement, maximising opportunities for all and closing the achievement gap for disadvantaged and vulnerable pupils
- To maintain an overview of secondary (including special) 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 to develop sustainable practice
- To ensure a thriving service by identifying and undertaking traded 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 ESCs) and support headteachers, leadership teams and governing bodies with their self-evaluation, quality assurance and continuous improvement planning.
- To 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.
- To 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.

- To identify and broker appropriate support for schools and routinely evaluate its impact.
- To work closely with Hertfordshire County Council (HCC) officers, HfL employees and advisers in serving the best interests of secondary students in Hertfordshire.
- To contribute to planning and evaluation activities across the team and the service.
- To engage with and inform members and local politicians as required.
- To support schools in preparing for OFSTED and attend feedback meetings where necessary.
- To liaise with the Chairs of Governors and to secure interim headship/ executive headship arrangements as needed.
- To provide written reports as appropriate.
- To participate and support in school appointments at a senior level (as the HCC representative in maintained schools).
- As part of the wider secondary and special teams, to work closely with 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, particularly in light of the current Covid-19 situation.

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 and impactful implementation of them
- Detailed knowledge of the secondary agenda and what constitutes effective secondary leadership and teaching and learning
- Experience of working with learners with SEND and positively impacting on their attainment/quality of education

Desirable but not essential:

- OFSTED training

- experience of teaching in the special sector
- a higher degree or additional qualifications in an appropriate area of study e.g. special education/SEND.

Equal Opportunities

- Evidence of a commitment to equal opportunities, anti-racism 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
- 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 resilience with 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 and special teams to the strategic development of the teams.
- Contribute to the strategic development and ongoing management of monitoring, challenge, support and intervention for Hertfordshire secondary schools, special schools and ESCs, especially those schools causing concern.

Equal Opportunities

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Black Lives Matter statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

Disclosure and Barring Service

This post will be 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.

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.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Rachel Macfarlane (Director of Education Services) on Rachel.Macfarlane@hertsforlearning.co.uk or Becky Cox, Lead SEA for Special Schools, on Becky.Cox@hertsforlearning.co.uk

To apply, 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.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on hfl.recruitment@hertsforlearning.co.uk or 01438 544439.

Closing Date: Tuesday 1st February 2022 at 9am.

Screening Interview: Tuesday 8th February 2022 via MS Teams

Face to Face Interviews: Thursday 10th February 2022 in Stevenage

Start Date: Easter 2022 or as soon as possible thereafter

In the event you are shortlisted, please ensure you are available for the Interview dates stated above.