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| Job title: | School Effectiveness Adviser – Primary |
| Job ref: | HFL1411 |
| Hours: | Full-time, 37 hours per week – nb part-time working will be considered |
| Salary band: | Band 6, £64,000 - £66,000 FTE based on appropriate skills and experience. |
| Contract: | Permanent |
| Reports to: | Head of Primary Education Services |
| Team: | Education Services, Primary |
| 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 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 a designated group of primary schools' clients as a Hertfordshire School Effectiveness Adviser (SEA), you will also advise schools across the wider county through consultancy and training. In addition, you will collaborate with other advisers on school improvement initiatives.

With successful recent experience of headship in the primary phase, 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 be prepared to travel to schools throughout Hertfordshire (travel allowance paid). In return, you can expect excellent conditions of employment and exciting professional development opportunities.

Purpose of the job

- To support school leaders in raising standards, maximising pupil achievement and improving the quality of leadership, management, teaching and learning in Hertfordshire primary schools
- 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 primary school development, ensuring client schools are well informed, and that HfL maintains its position as a cutting-edge provider of school improvement services.
- To ensure the future of the service by identifying and undertaking trading activities, maximising income and contributing to a team traded income target.
- To provide both challenge and support to primary schools, in order for them to develop sustainable practices.
- To seek out, and facilitate the sharing of, evidence-based practice that is having impact locally and nationally.

Main areas of responsibility

- To act as the School Effectiveness Adviser (SEA) to a designated group of schools and support headteachers, leadership teams and governing/trust bodies with 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 link with Local Service Delivery Partnerships as required, to promote effective partnership working and integrated practice.
- To identify and broker appropriate support for schools routinely evaluate its impact
- To work closely with HCC officers, HfL employees and advisers in serving the best interests of primary pupils in Hertfordshire.

- To contribute to planning and evaluation activities across the team and the service.
- To engage with and inform members and other local politicians as required.
- To support schools in preparing for OFSTED inspections and attend feedback meetings as necessary.
- To liaise with Chairs of Governors / Trust Board leads to secure interim headship arrangements as needed.
- To produce and provide written reports to agreed deadlines as appropriate.
- To participate and support in school appointments at a senior level (operating as the Local Authority representative, for maintained schools).

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;

Knowledge, Experience & Qualifications

- Educated to degree level and/or in possession of a relevant teaching qualification
- Experience of successful senior leadership as a head teacher in a primary school, including the effective use of school self-evaluation to improve achievement and/or successful experience as a school adviser
- The ability to analyse, interpret and use a wide range of data and information on schools and pupils learning
- Knowledge of a range of school improvement strategies
- Detailed knowledge of the primary curriculum and what constitutes effective primary teaching and learning

Equal Opportunities

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

Skills and abilities

- Confident and effective communication skills, articulating well both written and orally
- Able to present effectively with high-quality facilitative training skills
- An ability to support a range of schools, including schools in challenging circumstances
- An ability to plan, 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
- 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
- A high level of resilience, with problem solving and creative thinking skills
- Strong interpersonal skills and the ability to gain the confidence of senior colleagues
- Persuasive, with the ability to influence others via a range of techniques or approaches
- 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, diligent, self-motivated and flexible.

Special Requirements

- The ability to travel throughout Hertfordshire / the client area to undertake duties.

The post is chiefly concerned with fulfilling the role of school improvement within a group of schools. This will involve a programme of visits through the year.

Other duties will include planning and participating in the development of management, curriculum and other training programmes for headteachers, their staff and governors.

The post-holder will be expected to undertake service duties, including taking part in professional development, maintaining close working relationships with HfL staff and other partners, represent HCC at local, regional and national level, writing reports and preparing documentation when required.

The post-holder will also be expected to undertake specific short-term tasks as a response to HfL initiatives, contingencies and other requirements of the service. They will cover such roles as managing working groups, preparation of draft documentation and providing leadership in areas of expertise held by the post-holder.

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 may 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 Tracy Warner on 07768744931.

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 for applications: Friday 25th February 2022 at midday

Interview Date: Monday 7th March 2022 in Stevenage

Start Date: Easter 2022 or as soon as possible thereafter