

Job title: Head of Primary: Teaching and Learning, Curriculum and Assessment

Job ref: HFL1414

Hours: Full time 37hours per week

Salary band: Band 7: FTE £80,000 - £85,000 p.a

Contract: Permanent

Reports to: Director of Education Services

Team: Education Services

Location: Hertfordshire, with the flexibility to be able to access and work within schools and trusts in neighbouring counties as required.

Our 'working from anywhere' approach encourages colleagues to plan their time and diaries to reflect their role requirements – across a mix of on-site time within schools and trusts, remote working, and up to 2 days per week in our Head Office in Stevenage, Hertfordshire.

Where Governmental guidance upon employers requires us to adopt particular restrictions or approaches, HfL will provide accordingly for our colleagues to work remotely where products or services cannot be delivered effectively on-site within schools, settings and trusts.

Our company

Herts for Learning (HfL) is a leading provider of school improvement and business support services, training and resources, that enable schools, settings and trusts to deliver a great education.

We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live, their background or circumstances.

Our work is focused on supporting the schools, settings and trusts we work with to achieve successful long-term outcomes for their children. HfL is the UK's largest School Company, operating as a social enterprise on a not-for-profit basis.

Job context

This post holder plays a key role contributing to the overall leadership, growth and wider success of the Company.

They will take responsibility for all of the traded and contract teaching and learning, curriculum and assessment work relating to Primary schools and Primary Multi-Academy Trusts (MATs), supporting Heads, Senior Leaders and Subject leaders to improve outcomes for all pupils.

Purpose of the job

The Head of Primary for Teaching and Learning, Curriculum and Assessment will oversee a team of Teaching, Learning and Assessment Advisers. The post holder will have four direct reports, each of whom hold line responsibility for a team of specialist advisors:

- Lead Maths Adviser,
- Lead English Adviser,
- Lead Assessment Adviser,
- Lead Curriculum Beyond the Core Adviser.

This post will be high profile, strategic and focused on curriculum and pedagogical leadership to improve outcomes for all pupils.

The post holder will be part of the Education Services Team at HfL, which comprises around 90 advisers and consultants. They will work closely with the Director of Education Services (to whom you will report), the Director of Early Years, the Head of Primary: School Leadership, the Head of Governance Services and other HfL team leaders. They will meet frequently with colleagues at Hertfordshire County Council (HCC), Ofsted, the RSCs office, CEOs of MATs, and Headteachers of maintained schools as they oversee the delivery and assure the impact of contracted and traded school improvement services.

They will utilise their skills and experience to create and curate products, services and training that meet the needs of the range of MATs and schools that HfL supports, progressing the HfL vision of 'thrive local and grow national'. They will ensure that our services continue to be fit for purpose, meet high levels of customer satisfaction and are developed to flexibly anticipate changing needs, including the development of products and services that can be delivered nationally on a digital basis.

They will play a key part in the overall strategic direction and success of HfL Ltd, working effectively with others to ensure the continuing success of the Company.

They will provide leadership and management of the strategy for delivering services that support primary schools and academies to improve outcomes for all pupils.

This role entails effective line management of senior advisers and taking responsibility for meeting a. traded income targets from work carried out in primary schools related to teaching and learning, curriculum and assessment and b. key performance indicators for the quality of education across the county.

Main areas of responsibility

- To make a significant contribution to the overall impact and success of the company, working closely with other leaders to deliver HfL's vision, business objectives and values.
- To keep abreast of national and local policy drivers and changes, anticipating what will be a. of benefit to our staff to ensure they are expert and skilled to deliver the school improvement support required at any time and b. of benefit to our customers (including MAT CEOs) so that our offer is nimble, agile and at the forefront of national school improvement provision.
- To significantly develop our MAT offer to CEOs, Heads, Trustees and Chairs of Boards
- To strive to ensure that all Hertfordshire schools use HfL for TLA and assessment contract/traded support
- To establish, promote and grow a Beyond the Core curriculum advisor team and support offer (through consultancy, training and conferences)
- To provide expert leadership and training to, and manage the performance and professional development of, the team leaders.
- To direct and oversee comprehensive and forensic quality assurance of school improvement work being delivered in schools and, in particular, to ensure robust processes are in place to protect the reputation of the company when using third party suppliers
- To ensure clear lines of communication across teams are sustained and that key messages are effectively cascaded as appropriate.
- To work positively, proactively and collaboratively with the members of the HfL Leadership Forum and to keep the whole company abreast of work taking place within the team, ensuring that work streams are connected and coherent across the company.
- To deliver all aspects of the core contract with HCC related to curriculum, teaching and learning and assessment in primary education in Hertfordshire, including ensuring there are effective processes in place to develop and maintain appropriate monitoring, challenge, support and intervention strategies in all schools, especially those schools causing concern.
- To be responsible for ensuring that high quality early intervention is in place in primary schools causing concern and manage and report on the systems and strategies for supporting weak schools.

- To play a key role in the 'Keys To Success' meetings which support vulnerable schools, ensuring the timely submission, and oversight, of Intervention Fund Bids related to teaching and learning, curriculum and assessment, and instituting and overseeing the impact of Education Partnerships and Action Groups.
- To analyse and report on all relevant performance data related to primary education and progress against targets.
- To produce regular reports as required on the work of their primary team and its impact on outcomes for pupils in primary schools as part of reviewing impact and value for money; and make a significant contribution to all contract monitoring reporting processes.
- To identify new opportunities to develop services and types of support that will raise outcomes, close gaps and support schools to improve.
- To contribute to the generation of income through tight budget management of the Primary TLA and assessment budgets and the promotion of a range of services within and outside Hertfordshire to grow revenues and reach.
- To keep abreast of opportunities to bid for new work and to play a leading part in any submissions for new contracts or grant funding.
- To lead and oversee the development of products and services related to primary curriculum, teaching and learning and assessment that can be delivered digitally on a national basis.
- To work closely with partners and stakeholders to maximise resources and contribute to the common good.
- To deploy resources effectively, brokering the most appropriate expertise from internal teams or external partners, and where appropriate developing partnerships with appropriate third parties to curate great content that will benefit our customers.
- To design and deliver high quality training to the primary Teaching & Learning and Assessment team and, with the Education Services Director, the wider Education Services Team.
- To promote equal opportunities in both the way in which all services are delivered and in sound employment practices.

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

- Knowledge and understanding of current national and international educational policy and the educational context in which the company is operating
- Deep understanding of pupil performance data
- Knowledge of best practice in school improvement (especially related to primary curriculum and pedagogy) and where to find resource to remain up to date
- Understanding of the not-for-profit sector and how such a business operates
- Understanding of the issues facing school and system leaders and effective strategies for school improvement
- Up to date knowledge and understanding of the Ofsted framework
- Sound understanding of key financial drivers, ideally within a not-for-profit environment, including: understanding of profit and loss account principles, developing credible business case proposals, how to manage budgets and meeting financial targets.
- Understanding of school funding and school budget management
- Sound knowledge of using IT across all aspects of relevant work

Experience of

- Leading in a highly successful school or trust
- Contributing to curriculum/pedagogical research and development
- Line management of senior members of staff
- Bringing about effective school improvement
- Leading and managing challenging conversations with school leaders,
- Taking responsibility for delivery of large projects, key pieces of work or contract management to the highest quality
- Being part of a strategic team, working collaboratively and collegially

- Effectively managing large budgets and bringing in traded income
- Successfully presenting to, and inspiring, large audiences of senior educationalists
- Ofsted inspections

Skills and characteristics

- Ability to think strategically, turn strategy into clear, achievable plans for delivery and implement these plans effectively
- Confidence and skills to communicate effectively with senior leaders across the sector one to one, on a group basis and as large audiences
- Ability to motivate and inspire others
- Ability to work systematically and efficiently, meeting all deadlines
- Ability to lead and build teams, as well as work effectively as part of a leadership team
- Ability to forensically analyse and interpret performance data
- Ability to make accurate judgements, quality assure and evaluate the quality of practice
- Project management skills
- Ability to think in an entrepreneurial way to recognise relevant business opportunities
- Ability to assess market opportunities, to identify client needs and to galvanise teams to move swiftly to curate/create products and services
- Honesty, openness, empathy, integrity and humility
- A sense of humour and desire to have fun

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

If you feel this reflects your next opportunity but would like an informal discussion to find out more, you can also contact Rachel Macfarlane, our Director of Education Services, on 07913 973738.

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: Monday 28th March 2022 9am

First stage selection interviews: Wednesday 20th April 2022 via Microsoft Teams

Stakeholder sessions: W/C 25th April 2022 via Microsoft Teams

Final stage selection interviews: Wednesday 4th May 2022 in Stevenage