

Job title:	Race Equality Adviser
Job ref:	HFL1427
Hours:	Either 37 hours or 29.6 hours (0.8) for 52 weeks per year or term time only
Salary band:	Band 6 – FTE £45,000 – FTE £55,000 p.a (pro-rata for part-time hours) based on appropriate skills and experience
Contract:	Fixed term – 1 year from September 2022
Reports to:	Lead Wellbeing Adviser
Team:	Education Services – Wellbeing Team
Location:	Remote working with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, with an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire if desired. There will be times (such as team meetings) where you will be expected to be in the office.

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

HfL acknowledges that systemic racism is a problem that must be addressed everywhere, including in our schools. We are committed to having the difficult conversations that ultimately result in the lifting of Black, Asian and Minority Ethnic (BAME) voices. We see this position as a commitment to expanding our resources to further the pace at which we are supporting schools to develop as strong anti-racist organisations.

We see this position as a commitment to expanding our resources to further the pace with which we are supporting schools to develop as strong anti-racist organisations. The successful candidate will champion race equity and anti-racism within the company and across Hertfordshire schools. They will be working within the Wellbeing

Team and collaborate with another dedicated Race Equality Adviser who has been in role since September 2021.

Purpose of the job

- To promote race equality and anti-racism within the company and across Hertfordshire schools.
- To improve the quality of race equality and anti-racism work by providing both challenge and support to school leaders in mainstream schools.
- To drive improvements in race equality and anti-racism work by identifying and disseminating current research and evidence-based best-practice across Hertfordshire's mainstream schools.
- To develop and deliver inspirational in-service training using digital platforms and face to face methods that increase the knowledge, skills and confidence of school leaders teachers, and teaching assistants to deliver high-quality race equality work in their classroom teaching.
- To design tools and resources to support schools to promote an inclusive approach to the education of children and young people.

Main areas of responsibility

- To work collaboratively with the existing Race Equality Adviser, to create an effective team of advisers to provide mainstream schools with advice, support, and guidance to headteachers, leadership teams and governors in relation to the race equality and anti-racism.
- To maintain an overview of current national research and guidance and best practice in leadership, management, teaching, learning and curriculum development and disseminate that practice to school leaders.
- To provide training for HfL colleagues to ensure they are confident and skilled at promoting race equality in their consultancy work in schools and settings.
- To contribute to the planning, design, and delivery of inspirational race equality digital and face to face training programme.
- To design tools and resources that schools could use with staff and students to work on race equality in lessons and assemblies.
- To work with school leaders across Hertfordshire to develop a bank of resources that have excellent BAME representation and promote anti-racism.
- To provide anti-racism and BAME representation audits in schools, provide feedback to leaders and share good practice.
- To chair or convene discussion groups with pupils, parents, governors and school staff
- To provide written reports as appropriate.

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

- Degree and/or a relevant teaching qualification
- Experience of successful middle leadership/ school improvement within a school, trust or MAT setting.
- Experience of planning, designing and delivering impactful training and action planning
- Up to date and extensive knowledge and understanding of race equalities issues and legislation
- Successful experience in leading professional development and supporting teachers and other practitioners to improve outcomes for learners, particularly those from BAME backgrounds.
- The ability to analyse, interpret, and use a wide range of data and information in order to operate as an effective consultant/adviser
- Proven good evaluation skills and judgement

Equal Opportunities

- Evidence of a commitment to equal opportunities 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 whatever size, demographic or phases to further race equality
- 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
- A high level of problem solving and creative thinking skills
- ICT skills, insofar as they are necessary to carry out the core tasks of the job.

Personal Qualities

- A passion for improving the life chances of children and young people in Hertfordshire schools.
- Be flexible, highly organised, and resilient to change.
- Ability to establish productive relationships, offer support and listen actively
- Strong interpersonal skills and the ability to gain the confidence of all members of the school community in Hertfordshire
- Demonstrable passion for promoting anti-racism and improving the life chance of all young people in Hertfordshire, particularly those from BAME backgrounds
- High professional standards, strong moral purpose, authority, credibility and integrity

Special Requirements

- The ability to travel to all parts of the county to undertake duties.

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 Justine McDonald (School Effectiveness Adviser) on 07747 243900 or Karin Hutchinson (Lead Wellbeing Adviser) on 07769 886613.

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: Friday 6th May at midday.

Screening Interview: Tuesday 17th May via MS Teams

Face to Face Interview: Tuesday 24th May in Stevenage

Start date: Thursday 1st September 2022