

JOB DESCRIPTION

Job Title: School Improvement Adviser

Directorate & Section/Unit: Education and Early Help, School Improvement

Reporting to: Lead Educational Improvement Professional

Salary Grade: Senior Educational Professional points 13 to 16 (plus 3 SPA points 17, 18, 19)

WCC Management Level: *Frontline staff

Number of Direct Reports:

Our People Values:

Our Vision, Mission, and Values define our reason for being. They are indicators of our direction of travel, to guide services and colleagues. This is particularly important for Worcestershire County Council Children's Services as our Company represents positive change and new opportunities for colleagues and children, young people and families:

- **Children at our Heart** - We will keep children and young people at the heart of everything we do
- **Value Family Life** - We will support and empower parents to care for their own children well
- **Good Education for All** - We will value education as the best start in life for all children and young people
- **Protection from Harm** - We will act in a professional and timely way to protect children from harm

Purpose of job:

- Responsibility to affect and evidence school improvement within a caseload of identified schools
The provision of high-quality professional advice to schools, governing bodies and WCC Children's Services.
- Ensuring that the statutory responsibilities of the local authority in so far as they fall under the remit of the School Improvement Service are met, whether in LA maintained, or in other educational provision.
- The implementation of the WCC School Improvement Strategy which supports schools and settings to be responsible for their own improvement, raise standards and improve outcomes for children
- The implementation, development, and review of relevant corporate and service plans to ensure that LA and WCC education specific targets are met.
- To promote best practise within and between schools in Worcestershire and beyond
- In agreement with the Lead Educational Improvement Professional to contribute to the development of the following areas: Governance of schools, improving outcomes of vulnerable groups and mental health and well-being of staff and pupils.

Main Activities & Responsibilities:

- Ensuring statutory school improvement requirements are met with regards to schools (including academies) and colleges, including implementing the agreed policy and practice for monitoring, challenge, support and intervention.
- To take responsibility for and manage a case load of schools to provide support and challenge to ensure that all children have access to consistently high-quality opportunities to learn and achieve, and deploying any resources contracted or employed by WCC.
- Supporting the management of the impact of changes in schools including the further development of school to school support and sharing of effective practice.

- Working with the DfE and designated bodies external to Worcestershire to develop a strategic approach to, and collaboratively manage as far as possible any deployment of NLEs, LLEs and SLEs as they are appointed to work with Worcestershire schools.
- Contributing to, and working with, the agreed policy and practice for the identification of, and intervention in, underperforming schools and colleges.
- Directing the work of Learning and Teaching Advisers to maximise the impact of their work on standards.
- Supporting the brokering / commissioning of support for schools, including governance and monitoring and quality assuring such provision.
- Support schools with the design and organisation of their curriculum
- Support networks of schools in raising standards
- Working with other senior advisers and WCC colleagues to evaluate the impact of school improvement and pupil intervention strategies and report to elected members.
- Liaising with the LA data team to ensure that the school performance data is up to date.
- Attending Ofsted inspection and monitoring visit feedback to schools.
- Contribute to WCC CPD programmes by developing and leading courses, in collaboration with WCC colleagues
- Contributing to training of LA and WCC colleagues as required.
- Deputising for Lead Educational Improvement Professionals as required.
- Maintaining and expanding professional qualifications as opportunities arise.
- Ensure best practice in school governance is identified and shared, working closely with the school governance officer.
- To have a good knowledge and understanding of the wider issues affecting school performance.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff

External: Government Agencies & Departments, Educational Settings, Service providers, Statutory and Voluntary Organisations, service users, parents & pupils

Additional Information:

- This post is politically restricted under the terms of the Local Government and Housing Act 1989
- Worcestershire County Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: Nikki Jones

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PERSON SPECIFICATION

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Number of Direct Reports:

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial successful experience of leadership either through headship across a range of school settings, or similar leadership in a local authority school improvement role, NLE, LLE position or inspection role.
- Significant record of success in leading, managing and achieving sustainable change and improvements, sometimes in challenging circumstances, with the ability to translate strategic objectives into clear delivery plans and develop strategies for improvement.
- Experience working collaboratively with external partners such as NLEs, LLEs and SLEs, in order to bring about effective school improvement
- Significant experience of evaluating learning and teaching, and leadership. Giving feedback and advice to leaders as part of a coaching programme of support
- Substantial successful people management and leadership experience, demonstrating the ability to motivate, challenge, support and develop individuals and teams to deliver excellent outcomes for learners.
- Substantial experience of leading professional development and coaching to improve teaching and learning including their delivery under commercial arrangements.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has/is:

- Expert subject knowledge of strategies to effect sustainable school improvement.
- Expert knowledge and understanding of how to support leaders to improve school standards, including the brokering and commissioning of support for schools
- Expert understanding of learning and teaching issues in at least two key stages.
- Specialist understanding of the use of performance data and self-evaluation tools and their use within school settings
- Specialist understanding of statutory school improvement requirements, including implementing the agreed policy and practice for monitoring, challenge, support and intervention.
- Detailed knowledge and understanding of the findings from recent research and evidence that will maximise the outcomes for learners.
- The tenacity to repeatedly follow through school indicators and school leader performance to secure the necessary improvement in school provision.

- Effective interpersonal skills, demonstrating the ability to enthuse, motivate, challenge, support and develop individuals.
- Decisive and assertive when required, but always courteous. Able to challenge constructively and to deal with conflict
- Self-motivated and resilient, able to balance conflicting priorities and manage their time well.
- Clear and effective communication skills, both written and oral

It is **desirable** that the post holder has:

- Detailed knowledge and experience of working in collaboration with other schools to realise improvements and raise standards
- Actively engaged with educational research and implemented this within previous roles
- Detailed knowledge and experience of a specialist area. E.g. governance, or curriculum development

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- a degree
- post graduate professional qualification relevant to either management or within the education profession

ADDITIONAL INFORMATION:

It is **essential** that the post holder has:

- the ability to travel throughout the County