

## Improvement Advisor (with specialism in SEND – all phases)

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**Service:** School Improvement  
**Salary:** TEP14  
**Reporting to:** Senior Improvement Adviser – Secondary & Specials

### Purpose of Role:

We are seeking to appoint an outstanding SEND practitioner with a proven track record of excellence to become our Specialist Lead Advisor (SEN – all phases)

You will be a qualified SENCO, and an outstanding teacher. Ideally, you will have significant senior leadership experience in secondary schools with wider experience across both phases.

You will be passionate about SEND. You will provide specific support to schools and academies across Kent, creating resources, modelling outstanding practice and developing the quality of teaching and provision within SEN so that standards continue to rise in our schools.

The role will support The Education People in the development of their traded offer, including delivery of the KCC core contract and additional work requests. You will be commissioned to support schools both in challenging circumstances and those moving from Good to Outstanding, delivering training and conferences, and writing materials to support the delivery of excellent SEND and inclusive teaching. You will also play a key role in identifying countywide strategies for improvement and supporting wider collaborations. You will have a proven track record of success in improving attainment and progress across all stages of education. You will be well-organised, energetic and a good team player.

What we are looking for:

- QTS and a relevant undergraduate degree
- At least 6 years' teaching experience, and at least 2 in a leadership role
- Be a qualified SENCO.
- An understanding of curriculum requirements and provision for SEND across Primary and Secondary

**Please note:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex A: Main duties and responsibilities:

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1. Support schools in line with KCC core contract specifications and priorities. Support the KCC agenda in line with the service specification and within clear time allocations.
2. Lead on a key area of school improvement (SEND), being the “specialist” in this area for the service, developing and delivering commissioned training and support in this aspect of primary provision (SEND).
3. Work alongside colleagues to advise and challenge school leaders and governing bodies to ensure SEND provision is comprehensive and that changes are effectively implemented.
4. Support the leadership and staff of schools to ‘close the gap’ for vulnerable groups in particular SEND to ensure children are afforded equality in education.
5. Support schools to identify and commission appropriate high-quality training and consultancy support to improve the quality of education in SEND. Supporting, guiding, and motivating teachers in the development of their practice, through ~~modelling~~ and structured continued professional development.
6. Develop networks to facilitate the sharing of ideas and good practice across the networks of schools.
7. Monitor and respond to curriculum development and initiatives at national and local levels. Creating resources and assessment materials that will support the delivery of the SENsupport across all key stages.
8. Develop, monitor, and review the provision as commissioned in terms of:
  - student progress through the analysis of performance data, using this information for planning and target setting.
  - the quality of learning and teaching and responsibility for improved student outcomes and a narrowing of performance gaps.
  - the development of appropriate programmes of study, resources, policies, and assessment and learning strategies.
  - lesson observation, work scrutiny and performance data analysis
9. Design and deliver good quality, evidence-based training and resources as required to achieve annual performance and income targets.
10. Mentor colleagues and encourage collaboration, cooperation, and teamwork, distributing SEND specialism across the wider school improvement team.
11. Keep up to date with current developments in your subject and disseminate information as appropriate.
12. Contribute positively to the traded offer of the service and company through innovation and research-based initiatives.

## Annex B

	MINIMUM
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status, including relevant degree.</li> <li>• NPQSL/NPQML or equivalent</li> <li>• SENCO qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate successful senior leadership (including SEND) educational settings.</li> <li>• Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes for pupils.</li> <li>• Demonstrate success as an educational leader, with experience of working through influence and partnership with external partners to achieve common goals.</li> <li>• Demonstrate understanding, experience, and proven impact on SEND and PPG</li> <li>• Demonstrate success as a Senior leader (essential) or headteacher (desirable)</li> <li>• Demonstrate success as a school adviser, KLE or NLE (desirable)</li> <li>• Existing leader within a secondary setting</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to operate successfully within a complex multi-agency environment.</li> <li>• Evidence of good oral, written and presentation skills to enable the postholder to communicate effectively with a range of staff, managers, and other stakeholders at all levels.</li> <li>• Ability to lead and develop the professional development of the leaders in schools through the use of coaching.</li> <li>• Ability to design and deliver training materials and resources across Kent and the wider area.</li> <li>• Outstanding classroom performer</li> <li>• Ability to manage change.</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise, meet deadlines and work under pressure</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of key legislation and national policy that relates to education, in particular SEND.</li> <li>• Good knowledge of equalities legislation will enable the postholder to provide accurate advice and challenges.</li> <li>• In depth knowledge and understanding of the secondary and primary phases and current National and Local agendas relating to SEND</li> <li>• Substantial knowledge of the education and training field</li> <li>• Knowledge of working with a wide range of external organisations</li> </ul>

	at a strategic level and direct influence of the decision-making process
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Self confidence</li> <li>• Team player – supporting the wider development of the school improvement team.</li> <li>• Meaningful talk and prompt feedback flow in all directions at right times</li> <li>• Coach for growth and improvement- ‘Can do’ approach.</li> <li>• Hold people to account and celebrate their achievements.</li> <li>• Step up when people need you to and deal with controversy and conflicts.</li> <li>• Steer people through tough times to clear goals.</li> <li>• Creative thinking- Embed new, right sourced models and simple, lean solutions.</li> <li>• Develop and use professional knowledge and competency</li> </ul>

## Annex C: Company Values and Expectations

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At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients, and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients, and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality, and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values