

## Improvement Adviser

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**Service:** Primary School Improvement

**Salary:** TEP14 (Starting salary £64,694)

**Reporting to:** Senior Improvement Adviser

**Purpose of Role:**

Implement appropriate support packages to achieve the rapid and sustained improvement of primary schools within set timescales. Raise levels of achievement and secure improved pupil outcomes in each school through the effective support, monitoring and challenge. Lead on a specific county-wide responsibility.

To contribute to the development and marketing of income generating programmes, as required including writing and delivering training, producing eLearning and product development such as resources.

Step into schools in need as consultant headteacher on a short term interim basis.

**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 or other contract specifications and priorities. Support the KCC / contract owner's agenda (eg SEND, collaborative working) in line with the service specification and within clear time allocations.
2. Working within agreed time allocations, ensuring schools set appropriate improvement priorities, that your work supports delivery of these priorities and that leaders commission appropriate additional input to drive rapid improvements.
3. Through proactive school visits, identify schools that cause performance and standards concerns, validating leaders' judgements and contributing to senior advisers' monitoring of progress.
4. Work alongside colleagues to advise and challenge school leaders and governing bodies to ensure improvement plans are comprehensive and that changes are effectively implemented.
5. Support the leadership and staff of all schools within an area to achieve significantly higher attainment in all pupil groups and 'close the gap' with vulnerable groups to ensure children are afforded equality in education.
6. Support schools to identify and commission appropriate high-quality training and consultancy support to improve the quality of education within the area.
7. Lead on a key area of school improvement, being the "specialist" in this area for the service, developing and delivering commissioned training and support in this aspect of primary provision (SEND).
8. Report directly to Senior Improvement Adviser Primary to ensure that timely and accurate information is available to the democratic political decision-making process.
9. Design and deliver good quality, evidence-based training and resources as required to achieve annual performance and income targets.
10. Be available to work across Kent, East Sussex, Medway and beyond in line with traded opportunities and commissioned work.
11. Contribute positively to the traded offer of the service and company through innovation and research based initiatives.
12. When required, step into schools in need as consultant headteacher on a short term interim basis, fulfilling the roles and responsibilities of the headteacher until suitable alternative arrangements can be secured.

## Annex B: Person Specification

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria

	MINIMUM
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Level 5 Diploma or equivalent, higher degree, and specialist/advanced level professional qualifications</li> <li>• Ofsted trained and accredited (desirable)</li> <li>• Significant experience as headteacher or school adviser (desirable)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrate successful senior leadership in 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 trained STA moderator (desirable)</li> <li>• Demonstrate success as a senior leader (essential) or headteacher (desirable)</li> <li>• Demonstrate success as a school adviser, or inspector (desirable)</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> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of key legislation and national policy that relates to education</li> <li>• Good knowledge of Ofsted legislation which will enable the postholder to provide accurate advice and challenge</li> <li>• In depth knowledge and understanding of the primary phase and current national and local agendas relating to teaching and learning in Early Years Foundation Stage, KS1 and KS2</li> </ul>

BEHAVIOURS	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Uphold The Education People's company values</li> <li>• Manifest all required company behaviours</li> <li>• Be open to challenge, and receive it well, and to challenge others where required in a positive and constructive manner</li> <li>• Make transparent decisions and stand by them</li> </ul>
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## 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.