

<b>Title</b> <b>Education Improvement Adviser – Area Lead</b>	<b>Department</b> Children and Families Education Standards and Inclusion - EIS- Soulbury 17-20 + 3SPA	<b>Post Ref.</b>
<b>Job Purpose</b> To contribute to raising the achievement of all children and young people in all of Nottinghamshire's schools, academies and other educational settings, and to ensuring that children and young people fulfil their potential through: <ul style="list-style-type: none"> <li>• working in partnership with internal and external partners</li> <li>• supporting and challenging schools causing concern</li> <li>• commissioning, brokering and providing services to schools</li> <li>• promoting and facilitating collaborative working and partnerships between schools</li> <li>• leading on school improvement in Districts</li> <li>• providing a strategic lead</li> </ul> To support and challenge schools within the allocated Districts to ensure that educational standards meet all national and local requirements To support and where appropriate work alongside personnel, who will deliver the agenda To meet the required service standards, in line with the service plan and associated standards within the Education Standards and Inclusion Service.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To support the corporate work and achievements of the County Council, especially the achievement of the vision, objectives and targets set out in its Strategic Plan.</li> <li>2. To project a positive image of the County Council to the public, partners and stakeholders, including the DFE.</li> <li>3. To actively promote collaborative working within the Children and Families Services and other stakeholders.</li> <li>4. To maintain an overview of standards and quality with regard to outcomes in schools across Districts.</li> <li>5. To provide or broker support and challenge for schools causing concern with regard to the overall effectiveness of provision in schools within the</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Specified service targets.</li> <li>2. Alert the team manager of issues that could affect performance.</li> <li>3. Maintain and further develop skills, knowledge and understanding in relation to current educational thinking.</li> <li>4. Maintain appropriate standards in relation to Health and Safety, Safeguarding and GDPR</li> </ol>	

<p>allocated Districts, including leading on or contributing to reviews of their progress</p> <p>6. To maintain oversight of the work of Associate Education Improvement Advisers, who are providing support and challenge to schools causing concern in the allocated Districts.</p> <p>7. To provide a strategic lead across Nottinghamshire schools</p> <p>8. To contribute to the EIS Traded Service offer in relation to the provision of CPD opportunities for all school staff and governors and targeted groups of schools in relation to improving the quality of education and outcomes for all learners, including vulnerable/disadvantaged groups as appropriate</p>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b><i>Person Specification</i></b>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>Evidence of continuous professional development.</li> <li>Knowledge and understanding of the main issues affecting the service area.</li> <li>Degree or equivalent and qualified teacher status</li> <li>Knowledge of the principles and practice of: <ul style="list-style-type: none"> <li>effective people management</li> <li>excellent customer service</li> <li>appropriate risk management</li> <li>budget management (where budgetary responsibility is devolved to this post).</li> </ul> </li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</li> <li>Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</li> <li>Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> <li>Ability to coach and mentor others in the development and modelling of good practice</li> </ol>
<p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>Relevant leadership qualification/experience.</li> </ol>	

<p>2. Experience of leading, managing and motivating others to bring about educational improvement in the identified role.</p> <p>3. Experience of building capacity of others to enhance the learning of staff and their students.</p>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>1. Maintain an oversight of school effectiveness across the allocated Districts</li> <li>2. Analyse national data at a whole school level for schools in allocated Districts; identify schools at risk of failing an Ofsted inspection; allocate an associate Education Improvement Adviser to each school causing concern (SCC); ensure that head teachers and governors are informed of the allocation; monitor the progress of each SCC through information collated on a composite grid by associate advisers; use the information to identify schools for discussion at Area School Improvement Team (ASIT) meetings.</li> <li>3. Provide support and challenge to individual schools as required and contribute to briefing notes, headteacher references, responses to Ofsted Qualifying Complaints as required</li> <li>4. Lead a discussion on SCC in allocated Districts at ASIT meetings, which are attended by a range of LA officers, to share wider concerns on schools with complex and multiple risk factors and review the impact of agreed cross-service actions, in collaboration with the EIS Team Manager.</li> <li>5. Convene and lead where appropriate individual school-based Partnership Focus Group (PFG) meetings to agree bespoke support for individual SCC from a range of services in a coherent and timely manner</li> <li>6. Maintain an oversight of Ofsted inspections within the allocated Districts, supporting headteachers and associate advisers as required</li> <li>7. Monitor the support offer and its impact in targeted SCC in allocated Districts, either provided directly by the Associate Adviser or through a school to school Partnership Plan and work alongside Associate Advisers as required.</li> <li>8. Lead on and/or contribute to reviews of progress for SCC</li> <li>9. Work collaboratively with Governing Body Services, HR and Finance to support school leaders and governing bodies to explore and establish alternative leadership and governance structures (eg Collaborations; Federations) as required</li> <li>10. Work collaboratively with the wider Education Improvement Team to use the data information to identify strengths and priorities for improvement at county, subject and vulnerable group levels to inform targeting of additional consultancy to individual schools, groups of schools and/or to inform the traded service offer through networks and conferences.</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 01/09/2019