Role Profile and Person Specification

JOB TITLE: School Improvement Adviser

April 2016
Role Profile

Job Title: School Improvement Adviser – Schools

Grade Range: CRSA 1-5

Hours: 36

Location: Clock Tower - Croydon Central Library, Katharine Street, Croydon, CR9 1ET

Reports to: Lead School Improvement Adviser

Responsible for: Improvement Consultant(s) Commissioned Associates

Role Purpose and Role Dimensions:

This will involve:

As a member of the School Improvement Team, develop and maintain a detailed overview of the quality of teaching and learning in Croydon, including the features that influence teaching and learning nationally and locally across the primary range of statutory provision for education. Champion high standards and quality of provision across the primary phase.

Act as the link adviser to a designated number of primary schools.
Lead and coordinate necessary challenge and support to schools, to ensure that the quality of teaching and learning and its impact on educational outcomes and achievements of children and young people continue to improve.

Design and deliver in school consultancy and CPD programmes, contributing significantly to income targets for the team.

Contribute to a culture of ambition and excellence in the workforce of the School improvement arm of The Octavo Partnership, significantly contributing to income generating activities of the service, including through training and consultancy.

Represent The Octavo Partnership and conduct appropriate professional relationships with schools and other partner providers for the purposes of school improvement.

Key External Contacts:
- Academies, Trusts, Federations, Maintained Schools
- Croydon Council
- SWLSEP
- Other local authorities
- Schools outside Croydon
- Ofsted
- Diocese

Financial Dimensions:
Support Lead School Development Adviser to meet income targets through developing traded programmes and activities.

Other Considerations:
Ability to drive or to travel in a cost and time efficient way around and beyond the Borough

Prepared to work flexibly to meet the demands of the job

Enhanced DBS check
Key Accountabilities and Result Areas:

Develop interventions to raise standards in Croydon that are fully informed by national and local developments

Take a leading role for the improvement of the quality of teaching and learning

Key Elements:

This will involve:

- Providing the Lead School Improvement Adviser with analysis of the standards in primary schools in Croydon to inform service delivery within The Octavo Partnership
- Working with the Lead School Improvement Adviser to develop interventions to raise standards in primary schools that are fully informed by national and local developments

This will involve:

- Maintaining leading edge knowledge of national and international research and developments in the field of teaching and learning, using this knowledge to inform advice and innovative programmes to ensure that schools stay at the forefront of educational excellence.
- Providing clear guidance on the teaching and learning strategies necessary to improve the quality of education in schools needing targeted support.
- Supporting the development of high quality curriculum models.
- Advising on the development and implementation of effective strategies for Assessment for Learning.
- Supporting schools in developing accurate self-evaluation of teaching and learning, in line with the OFSTED Framework for the Inspection of Schools, and in planning for improvement.
Work with Lead School Improvement Adviser to develop high quality traded services for school improvement

This will involve:

- Developing a range of relevant, targeted CPD opportunities through the traded services model to ensure income targets are met
- Developing opportunities to maximise income and ensure team contributions to income targets.
- Developing the in school consultancy programme and contract process to ensure that income targets are met.
- Ensuring quality assurance and evaluation processes inform service delivery and service development.

Act as the Link Adviser to designated schools and/or education establishments in line with contract requirements

This will involve:

- Acting as the first point of day-to-day contact for link primary schools.
- Encouraging and assisting schools in setting challenging targets and having high expectations of pupil performance.
- Monitoring school progress and performance, using performance data available within and out of the school; support, challenge and intervene where necessary at an early stage to secure school improvement and high standards of pupils' outcomes.
- Supporting the leadership team to develop realistic improvement objectives, agree appropriate procedures for improvement and keep them under review.
- Confirming/affirming the roles and responsibilities of School Leaders, Senior Managers and Governors related to school performance and improvement.
Contribute to promoting a culture of ambition and excellence in the workforce of the School Improvement arm of Octavo Partnership.

This will involve:

- Responding to the evaluations of service delivery to ensure positive commitments from customers and continual service improvement
- Taking responsibility for own professional development so that the offer to schools is continually refreshed in line with school needs
- Supporting colleagues to both develop themselves and to increase the quality of their offer to schools.

Work in collaboration with the Chief Executive of Octavo and Lead School Improvement Adviser to develop and improve the service delivery model.

This will involve:

- Developing appropriate plans, objectives and targets, to fulfil the commissioning contract activities and KPIs and ensure that school improvement financial targets are met.
- Liaising with other Departmental and Council colleagues, in order to fulfil the Council’s corporate aims.

Customer Care

This will involve:

Being aware of The Octavo Partnership’s responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

Data Protection

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Being aware of The Octavo Partnership’s responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

Maintaining client records and archive systems, in accordance with Octavo procedure, policy and statutory requirements.
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<th>Confidentiality</th>
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<td>Treating all information acquired through your employment, both formally and informally, in strict confidence. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.</td>
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<th>Health and Safety</th>
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<td>Being responsible for their own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management and participate in First Aid training as required</td>
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<th>Safeguarding</th>
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<td>Maintaining a personal commitment to and understanding of the responsibilities for safeguarding under the Children Act 2004 and participate in appropriate training</td>
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<th>Training</th>
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<td>Keeping yourself up to date</td>
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<td>Ensuring that all team members have appropriate skills and that their training is up-to-date</td>
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**Person Specification**

**Job Title:** School Improvement Adviser

**Essential knowledge:**
- A first degree or equivalent including a recognised teacher qualification
- Significant and relevant post qualification training
- Detailed knowledge of the school improvement role
- Excellent knowledge and understanding of primary education and of related pedagogy, research and best practice
- Knowledge of Children & Families Partnerships and local authority decision-making procedures
- Knowledge of the implications of current education legislation and the Children Act, including safeguarding responsibilities
- Understanding of Equalities legislation
- Knowledge and understanding of Ofsted processes and correct framework

**Essential Skills and abilities:**
- Able to represent The Octavo Partnership with credit at meetings with Ofsted, other national agencies, local authorities and at strategic partnerships
- Able to champion the values and objectives of The Octavo Partnership and the purposes of education and learning as they relate to children and young people in Croydon
- Able to analyse data and information and extrapolate the implications for raising standards and school improvement
- Able to make accurate, credible judgements on schools’ standards, quality of provision and leadership and management
- Highly developed leadership and interpersonal skills
- Highly articulate and able to communicate complex matters clearly and effectively, both in writing and verbally with a wide range of audiences
- Able to convey a clear vision, to think and plan strategically and innovatively and to provide leadership within a corporate context
- Able to work co-operatively and effectively in a team context
- Able to motivate and develop teams and individuals
- Capable of leading and managing School Interventions
- Committed to workforce development and to personal, professional development for the purposes of service improvement
- Competent in the uses and applications of ICT in the workplace

**Essential experience:**
- Experience in a school improvement role
- Significant experience at senior level in schools or in a school improvement service
- Experience of trading and developing CPD programmes
- Experience of preparing schools for Ofsted monitoring visits
- Experience of meeting HMI expectations.
- Proven track record of leading and managing school interventions successfully
- Experience of successful budget and programme management
- Experience of working effectively in a multi-agency environment to improve outcomes for children and young people

**Special conditions:**
- Able to work flexibly and to plan travel and occasional evening or weekend work to carry out responsibilities associated with service priorities