

JOB OUTLINE

Job title:	District School Effectiveness Adviser
Job ref:	HFL1588
Hours:	37 hours per week, 52 weeks a year
Salary:	Up to £71,000 per annum (FTE)
Contract:	Permanent
Reports to:	Head of Primary - School Leadership
Team:	Education Services – Primary Team
Location:	Hybrid working including remote working. Flexibility is required to work across educational settings in Hertfordshire, and neighbouring areas, along with occasional visits to our office in Stevenage.

OUR COMPANY

HFL Education (formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

District School Effectiveness Advisers play an important role in providing support and challenge to primary schools to enable school improvement. Working in collaboration with other advisers, this role contributes to improving outcomes for all pupils.

PURPOSE OF THE JOB

- Contribute to the raising of standards, maximising pupil achievement and improving the quality of leadership, management, teaching and learning in

Hertfordshire's primary schools – with a particular focus on your designated district.

- Maintain and communicate a passion for school improvement, maximising opportunities for all. This includes maximising the attainment of vulnerable/disadvantaged pupils - with a particular focus on your designated district.
- Maintain an overview of primary school performance in the DSEA's designated district.
- Ensure that HFL Education maintains its position as a cutting-edge provider of school improvement services.
- Ensure schools are well informed about current local and national issues.
- Contribute to ensuring the future of the service by identifying and undertaking traded activities, maximising income/profit and contributing to a team financial target.

MAIN AREAS OF RESPONSIBILITY

- Act as a School Effectiveness Adviser (SEA) to a group of designated schools and support headteachers and governing bodies in effective school improvement through an evaluation and improvement programme.
- Maintain an overview of current local and national best practice in leadership, management, teaching, learning and curriculum development and to disseminate that practice to schools and officers in the local authority.
- Support the implementation of local and/or national school improvement initiatives and policies.
- Maximise trading opportunities and contribute to the achievement of a team financial target through training and consultancy. This includes undertaking agreed activities beyond Hertfordshire.
- Identify and broker appropriate support for schools causing concern and those on 'early alert' lists and routinely evaluate its impact.
- Work closely with HCC officers and HFL Education colleagues in serving the best interests of primary pupils in Hertfordshire.
- Line manage an allocated group of SEAs.
- Contribute to planning and evaluation activities across the team and the service.
- Engage with, and inform, council members and other local politicians as required.
- Attend Ofsted feedback meetings for schools with consultant SEAs if necessary.

- Liaise with chairs of governing boards/Head of Primary/line manager as relevant to secure interim headship arrangements as required.
- Participate and support in headteacher appointments (as the HCC representative in maintained schools).
- Provide leadership within the DSEA team and beyond in a specific area or areas to be agreed.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Knowledge, experience and qualifications:

- Educated to degree level and/or in possession of a relevant teaching qualification (QTS) (Essential)
- Detailed knowledge of the primary curriculum and what constitutes an effective quality of education across the whole primary phase (Essential)
- Knowledge of a range of school improvement strategies (Essential)
- Experience of effective use of school self-evaluation to improve achievement (Essential)
- Successful senior leadership experience as a headteacher in a primary school (Essential)
- Successful experience as a school adviser (Desirable)
- Evidence of a commitment to equal opportunities and anti-discriminatory practice (Essential)

Skills and abilities:

- Ability to analyse, interpret and use a wide range of data and information about schools and pupils (Essential)
- Ability to support a range of schools, including schools in challenging circumstances (Essential)
- Strong interpersonal skills and ability to establish productive relationships, offer support and listen actively (Essential)
- Confident and effective communication skills, articulating well both orally and in writing (Essential)

- A high level of resilience, with problem solving and creative thinking skills (Essential)
- Able to present effectively with high-quality facilitative training skills (Desirable)
- An ability to plan, prioritise and organise one's own workload (Essential)
- Effective team skills – the post holder will need to work well as part of a team (Essential)
- An ability to make a significant contribution to the traded income of the team (Essential)
- ICT skills, insofar as they are necessary to carry out the core tasks of the job (Desirable)

Personal qualities:

- High professional standards, strong moral purpose, authority, credibility and integrity (Essential)
- Hard working, diligent, self-motivated and flexible (Essential)

EQUAL OPPORTUNITIES

HFL Education is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL Education is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HFL post, where we have two or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HFL Education to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.