

JOB OUTLINE

Job title:	Primary English Teaching and Learning Adviser
Job ref:	HFL1541
Hours:	37 per week (part-time hours considered), 52 weeks per year
Salary:	FTE £48,000 - £50,000 per annum
Contract:	Fixed-term contract up to 12 months (maternity cover)
Reports to:	Interim Lead Teaching and Learning Adviser
Team:	Primary English Team
Location:	Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire and neighbouring counties, along with occasional visits to Bank House, 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

Our specialist English advisers are skilled classroom practitioners with a wealth of school improvement experience and primary English expertise. Our bespoke packages of support focus on building the capacity of English subject leaders and improving quality first teaching through strengthening teacher subject knowledge. We have a proven track record of working effectively to develop approaches that ensure that schools remain at the forefront of outstanding practice.

PURPOSE OF THE JOB

- To raise standards, maximise pupil achievement and improve the quality of teaching and learning of English in Hertfordshire primary schools and beyond;
- To maintain and communicate a passion for school improvement, maximising opportunities for all and narrowing the achievement gap for vulnerable pupils;
- To stay abreast of current educational trends and research to continuously refine and innovate English teaching methodologies, ensuring schools are well informed and that HFL Education maintains its position as a cutting-edge provider of school improvement services;
- To ensure the future of the service by identifying, developing and undertaking activities that contribute to a team traded target;
- To provide advice, training, resources and bespoke packages of consultancy to develop and enhance the teaching and learning of English in primary schools.

MAIN AREAS OF RESPONSIBILITY

The team of Primary English Teaching and Learning Advisers maintain a high level of knowledge, experience, and skills in the development of English within the primary curriculum. The Advisers have a passion for and a commitment to supporting schools to raise the achievement of all pupils.

The role encompasses the following duties:

- To provide bespoke consultancy to primary schools in the development of effective teaching and learning within English;
- To provide training and support to schools, teachers and support staff in developing pedagogical strategies which raise attainment in reading and writing for the most vulnerable pupils;
- To develop sustainable systems within schools to effect stronger management and subject leadership which ultimately result in improvements in English teaching and learning;
- To write articles and resources that will promote and enhance best practice in schools;
- To report to the Interim Lead Teaching and Learning Adviser and the Director of Primary Education.

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

Each area is essential unless otherwise stated.

Knowledge of:

- holding a qualified teacher status (QTS) and being an outstanding primary teacher
- the primary curriculum, particularly with respect to English
- the HFL primary English products and services (**desirable**)

Experience of:

- leadership and management in a primary school (as a subject leader or senior leader) to implement change and development in English
- observing, monitoring, and evaluating the quality of education, and can demonstrate impact on pupil outcomes in English
- leading professional development and supporting teachers and schools to improve outcomes for pupils, especially in the context of school-to-school support.
- The HFL Reading Fluency Project (**desirable**)

Skills and abilities:

Must possess:

- ability to demonstrate impact of school improvement, especially in terms of reading and writing outcomes
- strong communication and interpersonal skills, with the ability to build rapport and collaborate effectively with diverse stakeholders
- confidence to present to large audiences, both online and in-person
- excellent IT skills and be proficient in all aspects of Microsoft Office.

EQUAL OPPORTUNITIES

HFL 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 based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL 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 2 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 'tiebreaker' 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 to protect the intellectual, property rights of the company and to adhere to our company policy regarding IP.