

JOB OUTLINE

Job title:	School Effectiveness Adviser - Secondary
Job ref:	HFL
Hours:	37 hours per week, 52 weeks per year
Salary band:	Up to £75,000 per annum (FTE)
Contract:	Permanent
Reports to:	Head of Secondary: School Leadership
Team:	Education Services – Secondary 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 Education is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

Providing challenge and support to secondary schools as a School Effectiveness Adviser (SEA), you will advise schools across the county and beyond through consultancy and training. In addition, you will collaborate with other advisers on school improvement initiatives.

With successful experience of senior leadership, you will be passionate about school improvement. You will have the necessary skills and understanding to enable you to support, monitor and challenge schools and school leaders. You will be self-motivated, flexible and prepared to travel to schools throughout Hertfordshire (travel allowance paid) and neighbouring authorities. In return, you can expect excellent conditions of employment and exciting professional development opportunities.

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 secondary schools and beyond.
- Maintain and communicate a passion for school improvement, maximising opportunities for all. This includes maximising the attainment of vulnerable/disadvantaged pupils.
- Ensure that HFL Education maintains its position as a cutting-edge provider of school improvement services.
- Ensure schools are well informed about current and national issues.
- Contribute to a thriving 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 secondary schools, supporting headteachers, leadership teams and governing bodies with their self-evaluation, quality assurance and continuous improvement planning.

- Maintain an overview of current local and national best practice in leadership and management, teaching, learning and curriculum development and disseminate that practice to schools.
- Support the implementation of local 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 and routinely evaluate its impact.
- Work closely with HCC officers, HFL Education employees and advisers in serving the best interests of pupils and students in Hertfordshire.
- Contribute to planning and evaluation activities across the team and the service.
- Engage with, and inform, council members and other local politicians as required.
- Support schools in preparing for Ofsted inspections and attend feedback meetings as necessary.
- Produce and provide written reports to agreed deadlines as appropriate.
- Participate and support in headteacher appointments (as the HCC representative in maintained schools).

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 (Essential)
- Experience of successful senior leadership/ school improvement within a secondary school, a trust or local authority (Essential)
- Knowledge of a range of school improvement strategies (Essential)
- Experience of effective use of school self-evaluation to improve achievement (Essential)
- Evidence of a commitment to equal opportunities and anti-discriminatory practice (Essential)
- Trained Ofsted inspector, or willingness to undergo Ofsted training (Desirable)

Skills and abilities:

- Ability to analyse, interpret and use a wide range of data and information about schools and students (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)
- 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 (Essential)
- Able to present effectively with high-quality facilitative training skills (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 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 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 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 '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.