

JOB OUTLINE

Job title:	School Effectiveness Adviser - Primary
Job ref:	HFL1602
Hours:	37 hours per week, 52 weeks per year
Salary band:	Up to £65,000 per annum (FTE)
Contract:	Permanent
Reports to:	Head of Primary: School Leadership
Team:	Education Services – Primary 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 a unique organisation. As the largest school company in the UK, we all ultimately work to improve education, and therefore the lives of children and young people. In practice, this means that we provide school improvement and business support products and services that enable schools, academies, and educational settings inside and outside of Hertfordshire to help them deliver a great education.

Our organisation works with over 99% of Hertfordshire schools, and our services include training, support and challenge to staff and governors at all levels. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

VALUES AND BEHAVIOURS

All colleagues at HFL Education are expected to uphold our values and demonstrate our HFL behaviours in how they work every day. This includes acting with integrity and professionalism, building respectful and positive relationships, and working collaboratively across teams to deliver high-quality outcomes.

Post holders are expected to take responsibility for their actions and decisions, remain open to feedback, and commit to continuous improvement. Everyone contributes to a supportive, inclusive and ambitious culture that upholds HFL's reputation and puts the needs of schools, settings and customers at the heart of what we do.

JOB CONTEXT

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

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 primary 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 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 designated group of 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 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 primary pupils 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.
- Liaise with chairs of governing boards /Head of Primary/line manager to secure interim headship arrangements as needed.
- 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

Qualifications:

- Educated to degree level and/or holding a relevant teaching qualification.
(Essential)

Knowledge and experience:

- Detailed and current knowledge of the primary curriculum and what constitutes an effective quality of education across the whole primary phase (Essential)
- Secure knowledge of a range of evidence-informed school improvement strategies and relevant local and national education policy (Essential)
- Successful senior leadership experience as a headteacher in a primary school (Essential)
- Experience of using school self-evaluation, performance information and professional judgement to identify priorities and improve outcomes (Essential)
- Successful experience as a school adviser, consultant or system leader working across more than one school (Desirable)
- Evidence of a commitment to equal opportunities and anti-discriminatory practice (Essential)

Skills and abilities:

- Ability to evaluate the effectiveness of leadership, governance, curriculum, teaching and outcomes, and translate findings into clear improvement priorities (Essential)
- Ability to analyse, interpret and use a wide range of quantitative and qualitative information about schools and pupils (Essential)
- Ability to provide proportionate support and challenge to a range of schools, including schools in challenging circumstances, and to broker appropriate specialist support (Essential)
- Ability to build productive professional relationships, offer support and listen actively
- Confident and effective communication skills, with the ability to produce clear, accurate reports to agreed deadlines (Essential)
- Able to present effectively with high-quality facilitative training skills (Desirable)
- An ability to make a significant contribution to the traded income of the team (Essential)
- Ability to plan, prioritise and manage a demanding and varied workload independently (Essential)
- Ability to work collaboratively and contribute to team and service planning, evaluation and improvement (Essential)
- ICT skills necessary to carry out the core tasks of the role effectively (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.