

<b>Job title:</b>	Primary English Teaching and Learning Adviser
<b>Job ref:</b>	HFL1443
<b>Hours:</b>	37 per week
<b>Salary:</b>	Starting salary from FTE £50,000 per annum based on appropriate skills and experience
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Lead Primary English Adviser
<b>Team:</b>	Primary English Advisory Team
<b>Location:</b>	Hertfordshire. Hybrid working consisting of remote working, with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, with occasional visits to Robertson House, Stevenage.

## Our company

Herts for Learning (HfL) 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 teachers and leaders with a wealth of school improvement experience, who work with schools and academies to build bespoke packages of support. Our consultancy work focuses on building the capacity of English subject leaders to strategically examine English across their schools. Advisers seek to improve quality first teaching through strengthening teacher subject knowledge and pedagogy. We have a proven track record of working effectively to develop approaches that ensure that schools remain at the forefront of outstanding practice.

In addition, advisers deliver central training, both remotely and in person. We regularly present at national events and host our own acclaimed national conferences. We have contributed articles to a range of educational publications and create educational resources.

## **Purpose of the job**

- To raise standards, maximise pupil achievement and improve the quality of teaching and learning of English in Hertfordshire primary schools
- To maintain and communicate a passion for school improvement, maximising opportunities for all, and narrowing the achievement gap for vulnerable pupils
- To maintain an overview of primary school development, ensuring schools are well informed and that Herts for Learning maintains its position as a cutting-edge provider of school improvement services
- To ensure the future of the service by identifying and undertaking traded activities, maximising income, and contributing to a team traded target.

## **Main areas of responsibility**

The team of Primary English Teaching and Learning Advisers maintains 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:

- To provide bespoke support and 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 and close the achievement gap on their peers;
- To provide support for vulnerable schools through school-based consultancy e.g. extended packages of support;
- To develop sustainable systems within schools to effect stronger management and middle leadership which ultimately result in improvements in English teaching and learning;
- To promote best practice to schools; monitoring, evaluation and reporting to the Lead Adviser and the Director of Primary Education on progress;
- To liaise with other advisers working in the Primary Education Team;
- To develop trading opportunities with schools through the development of cutting-edge resources and training.

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

Please provide a supporting statement outlining why you are applying and how you meet the criteria below:

### Essential knowledge, experience and skills:

- Be a qualified, outstanding primary teacher
- Have excellent knowledge of the English Primary Curriculum (particularly with respect to phonics, spelling, reading and writing)
- Have experience of leadership and management in a primary school (as a subject leader or senior leader) to implement change and development in English
- Have experience of observing, monitoring and evaluating the quality of teaching and learning, including giving feedback to teachers
- Demonstrate proven impact on quality of teaching and pupil achievement in English in your school / setting
- Have experience of leading professional development and training
- Have excellent interpersonal, coaching, communication and presentation skills
- Possess confidence with a range of office and presentation software and digital media
- Be able to motivate and inspire others
- Work systematically and efficiently, meeting all deadlines
- Have experience of analysing and interpreting performance data
- Be available to travel around the county of Hertfordshire, supporting schools in a variety of locations

### Desirable knowledge, experience and skills:

- Be familiar with the Herts for Learning English materials
- Have experience of delivering school to school support
- Have knowledge of the HfL Reading Fluency Project
- Have teaching experience across the primary phases

## 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 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 '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 to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## **APPLICATION PROCESS**

For an informal discussion regarding the role, please contact Michelle Nicholson via email on [michelle.nicholson@hertsforlearning.co.uk](mailto:michelle.nicholson@hertsforlearning.co.uk) and provide your mobile number so a mutually convenient time can be arranged to discuss the role.

To apply, please download and complete the HfL application form along with the supporting statement (maximum 2 sides of A4), explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or 01438 544439.

**Closing Date: Monday 3<sup>rd</sup> October 2022 at midday**

**Interview Date: Tuesday 18<sup>th</sup> & Wednesday 19<sup>th</sup> October 2022 in Stevenage.**