

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Education and Skills Service
<b>Post title:</b>	Principal Education Adviser (Monitoring – Early Years and Primary)
<b>Grade:</b>	Soulbury 26-28 + 3 SPA
<b>Responsible to:</b>	Assistant Director, Education & Skills
<b>Staff managed:</b>	Manages a team of specialist professionals
<b>Date of issue:</b>	August 2020
<b>Job family:</b>	<b>E - Education/School</b>

### Job context

The School Improvement Service works with schools and settings to ensure the highest outcomes for all children and young people. The service has the ambition to improve outcomes in both a key stage and Ofsted context.

The LA has a statutory role around monitoring the performance of all schools including academies, although the right to directly intervene is limited to maintained schools. The School improvement Service monitors, supports, challenges and occasionally intervenes in the work of schools and settings, to enable them to deliver best outcomes for every child.

The above responsibilities will be carried out against a background of changing national education priorities and evolving initiatives, therefore the roles within the School Improvement Service will be kept under review.

The service delivers training and advice and support through its traded arm. All advisers promote the traded work of the service and must ensure that they account for all work and that schools, settings and local partnerships have the same level of clarity.

The service also works closely with other services - within CYPS and NYCC - and partners, including the diocese, the DfE, Ofsted and the Regional Schools Commissioner.

The post is politically restricted.

### Job specifics

- Provide strategic, inclusive and ambitious leadership for all phases of education, but specifically early years and primary education

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- Promote high standards in schools and settings and drive improvement specifically in the early years and primary sector
- Have strategic responsibility for improving outcomes and closing the gap in the early years and primary sector
- Promote sector-led leadership and work with leaders in locality boards, clusters, schools and settings to drive improvement and improve outcomes
- Monitor performance, oversee risk assessments and take action as appropriate taking a lead with early years and primary learning
- Quality assure the work of the locality boards, the impact on performance and the use and impact of allocated funding
- Promote corporate priorities and priorities within the Children & Young People's Service and Education and Skills
- Discharge the Local Authority's statutory responsibilities relating to the post

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### Job purpose

<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• Manage Senior Education Advisers and other school improvement staff to ensure excellent outcomes for all children through highly effective delivery of service priorities</li> <li>• Hold the Senior Education Advisers and other staff to account for improving outcomes in at each Key Stage and Ofsted context through regular monitoring, quality assurance and evaluation of key priorities</li> <li>• Work with locality boards to secure strong collaborative and organic partnerships that drive school improvement and improve outcomes</li> <li>• Quality assure improvement partnerships' impact with regard to the effective delivery of improvement plans, the impact of partnership working and school to school support and the impact of allocated funding</li> <li>• Liaise regularly with Senior Education Advisers to monitor progress towards agreed outcomes and to ensure best practice in early years' settings and primary schools is shared</li> <li>• Maintain and update the service's risk assessment for nursery and primary schools so that any appropriate intervention is timely and monitored and also to identify high performing schools and settings which can be encouraged to provide school to school support</li> <li>• Lead the Senior Education Advisers, in their roles of monitoring, challenge, intervention and support of nursery and primary schools</li> <li>• Oversee any Statement of Action and all LA support plans for primary schools causing concern working with improvement advisers</li> <li>• Provide a strategic lead around national and regional priorities, communicating and sharing to relevant partners and stakeholders</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Actively promote and support the work of the Locality Boards and the development of sector led school improvement.</li> <li>• Establish positive relationships with key partners, ensuring a climate which encourages professional dialogue and values all contributions</li> <li>• Work with chairs of the locality boards to drive school improvement</li> <li>• Communicate strong leadership which motivates and inspires advisers, schools and settings and other CYPS colleagues to secure a shared vision for children and young people and to achieve agreed outcomes</li> <li>• Provide locality boards, schools and governing bodies with clear, unambiguous, evaluative oral and written feedback and guidance on schools' and settings'</li> </ul>

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	<p>strengths and weaknesses with relevant, well sequenced recommendations to guide further improvement.</p> <ul style="list-style-type: none"> <li>• Lead team and service meetings ensuring that school improvement staff are informed on national and regional agendas specifically related to early years and primary developments;</li> <li>• Ensure the Assistant Director is well informed on developments and demands associated with the Principal Adviser's areas of responsibility</li> <li>• Ensure confidentiality in line with CYPS and E&amp;S policies and protocol</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Liaise with other service within CYPS and with partners to ensure strategic and co-ordinated responses to priorities</li> <li>• Actively promote and support the work of the locality boards</li> <li>• Foster, encourage and generate collaborative working between schools and in clusters</li> <li>• Have a commitment to integrated working which will involve good interagency working that requires positive relationships with partner services, agencies and organisations, so both within CYPS and externally.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Lead, drive, monitor and quality assure the work of named staff</li> <li>• Effectively manage and deploy a budget retained by the LA to develop networks and secure best outcomes for all children</li> <li>• Meet traded income targets as described by the Assistant Director</li> <li>• Conduct performance management and reviews of named advisers</li> <li>• Ensure staff engage in the process of self-review and performance management</li> <li>• Lead or assist in the recruitment and induction of all staff as appropriate</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Quality assure records of visits and all types of reviews to ensure high quality and consistency across phases and for each record</li> <li>• Work with staff to maintain the database of reviews, outcomes and subsequent actions</li> <li>• Quality assure the risk assessment for the locality boards ensuring that performance data and intelligence is used rigorously and appropriately for the partnership, clusters, schools and settings</li> </ul>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Ensure that the service complies with all legislation and regulation (and changes thereto) relating to the postholder's strategic responsibilities</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people</li> <li>• Take appropriate and considered action in any circumstances where the safety and/or welfare of children and young people may be at risk</li> </ul>

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Person Specification	
Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of national developments in education, school leadership and school improvement</li> <li>• Up to date knowledge and understanding of legislation and key developments specifically in early years and primary education</li> <li>• Knowledge and understanding of school improvement strategies that produce strong outcomes across alliances and partnerships as well as individual schools. Experience of working with the early years and primary sector is required</li> <li>• Knowledge and understanding of the strategic role of the LA as the middle tier in school improvement</li> <li>• Knowledge and understanding of outstanding leadership and governance, and teaching and learning specifically in the early years and primary sector</li> <li>• Thorough and up to date knowledge of Ofsted education inspection framework</li> <li>• Thorough knowledge of the effective governance</li> <li>• Knowledge and understanding of inclusion principles and practice.</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Outstanding strategic leadership experience in a primary school and/ or as a primary LA adviser with strong impact on outcomes</li> <li>• Proven track record of making a significant difference to outcomes in a primary school, cluster or at county-level</li> <li>• Proven track record of high quality primary teaching with impact on outcomes</li> <li>• Proven track record of successfully working with sector leaders specifically in the early years and primary sector</li> <li>• Successful strategic leadership of school improvement initiatives</li> <li>• Successful strategic leadership of complex teams</li> </ul>	<ul style="list-style-type: none"> <li>• Trained Ofsted Inspector</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent leadership and management skills</li> <li>• Inspiring, influencing and negotiating skills</li> <li>• Excellent interpersonal skills with the ability to build relationships</li> <li>• Excellent planning, organisational and prioritisation skills</li> <li>• Excellent communication skills and ability to build strong relationships with leaders across the County and at a high level,</li> <li>• Excellent presentation and training skills</li> </ul>	
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b>	

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<ul style="list-style-type: none"><li>• Degree or equivalent qualification</li><li>• Qualified teacher status</li><li>• Evidence of further qualifications and professional development related to the post</li></ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Able to travel to all areas of North Yorkshire and the wider region</li><li>• Able and willing to work outside of normal office hours</li></ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.