**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | School Improvement Advisor (Primary)  |
| Salary: | TBA (Secondment) |
| Grade: | TBA (Secondment) |
| Hours: | 37 hours  |
| Team: | School Improvement and Learning  |
| Service Area: | Education  |
| Primary Location: | *County Hall, Oxford OX1 1ND.* *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | NA |
| Responsible to: | Assistant Director for Schools and Setting – Performance and standards  |
| Responsible for: | NA |
| Political Restricted Post: | No |

## Job Purpose

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| As a School Improvement Advisor in Oxfordshire, your primary role is to support and enhance the quality of education within schools. You will: * Work with colleagues across children’s services to promote partnership working, early intervention and integrated solutions.
* Work as part of the Education team to influence and inform the shape strategic direction for schools across the Local Authority
* Work closely with schools, Trusts, and external partners such as OFSTED and the DfE to identify areas for improvement and provide strategic guidance.
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## Job Responsibilities

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| **Providing strategic direction for education in Oxfordshire** * Collaborate with schools to assess educational performance and identify areas that require improvement.
* Facilitate discussions on addressing key issues in education and implementing necessary changes.
* Work with educational leaders across the system to ensure that strategic plans tailored to Oxfordshire’s unique context and challenges are in place.

**Ensuring High Standards in Oxfordshire Schools*** To monitor standards in Oxfordshire schools, either directly or where appropriate by fostering effective relationships with partners such as MATs.
* To identify schools causing concern and ensure that appropriate strategic plans are in place to deliver required improvements.
* Where appropriate, connect schools requiring improvement with others in the local area that demonstrate best practices.
* Provide consultation to school leaders on their journey toward enhancing educational quality.

**Provide Support and Challenge** * Ensure that an offer of high-quality support for schools including CPD is available to schools, either delivered directly by the Local Authority or commissioned through external agencies.
* Where external entities are used to provide support for schools, you will quality assure the provision to ensure effective support for schools in need of improvement.
* Support where appropriate governors in schools to monitor challenge and support their schools including support with key duties such as Headteacher recruitment.

**Fostering partnership working*** Engage in open, honest conversations with school leaders.
* Facilitate discussions on addressing key issues in education and implementing necessary changes.
* Facilitate sharing good practice across Oxfordshire schools
* Support the continuation and embedding of evidenced based research in shaping education policy and practice.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Educated to degree or equivalent with relevant professional qualification and a good record of continued professional development  | A |
| Qualified Teacher Status | A |
| Successful Primary Headship experience  | A,I |
| Proven credibility with headteachers and other senior leaders | A,I |
| Successful experience of partnership working | A,I |
| Proven ability to bring about quality improvement and motivate others through, for example: -a proven track record of leading school improvement either as a headteacher or as a school improvement advisor- a proven experience of securing successful OFSTED inspection outcomes | A,I |
| Must be self-motivated, flexible, well organised with an attention to detail and able to work as a member of a team | A,I |
| Must be able to complete work to a high standard and on time. | A,I |
| Commitment to own personal and professional development and to the development of others | A,I |
| Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A,I |
| Desirable Criteria | Assessed By: |
| Post Graduate qualification in relevant area e.g. NPQH | A |
| Experience of working as a School Improvement Partner or as an Ofsted Inspector  | A,I |
| Actively engage with change and able to introduce new ideas and motivate others. | I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [x]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022