**City of Wolverhampton Council**

**Job description**

**Job title:** School Improvement Advisor – Secondary and Post 16 Provision

**Directorate:** Education

**Service:** Education Excellence - School Improvement / Standards

**Location:** Any suitable location within the City of Wolverhampton

**Workstyle:** Flexible

**Grade:** Soulbury Salary band 10 - 13 plus SPA points where applicable

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose:**

* To be the allocated School Improvement Advisor for secondary schools and post 16 provision
* To provide advice, support and challenge to schools and settings to facilitate improving outcomes
* To support and deliver training to schools and settings as requested by school leaders, and / to facilitate this with the wider team where appropriate
* To be the point of contact for key projects to support secondary and post 16 provision, and to update leaders in school as needed
* To support the authority in enabling all schools / colleges / post 16 provision to become good or outstanding
* To contribute to service and policy development where applicable
* To deliver the Education Excellence Strategy 2024-27 through identified activity and requirements
* To contribute to wider Education Excellence Team activity where appropriate
* To promote equality, diversity and agreed values to diminish barriers and improve outcomes for all pupils and identified groups.

**Main Duties and Responsibilities:**

**General**

* To support and challenge secondary schools and post 16 provision in the raising of attainment and achievement for all pupils and identified groups.
* To provide challenge and support to secondary schools and post 16 provision through the analysis of available data and information for all pupils and identified groups as compared to local and national data sets.
* To work with secondary schools and post 16 provision in the development of their inclusive curriculum and learning environments to secure positive academic outcomes for all pupils and identified groups.
* To monitor, analyse and evaluate the impact a range of approaches that meet the needs and LA categorisation of individual schools.
* To provide accurate and up to date advice and support to secondary schools and post 16 provision through general CPD and bespoke support
* To develop, coordinate and lead on a range of CPD opportunities for school staff, Headteachers and governors in partnership with other service areas as and when appropriate.
* To work with members of Education Excellence to review pupil outcomes, the effectiveness of leadership and the quality of education, including outcomes for pupils with SEND and those eligible for PPG
* To work with colleagues in Education Excellence, and internal and external services to address emerging issues through joint CPD, supporting planning, delivery and evaluation.
* To produce reports via the IT platform to inform the Education Excellence Strategy categorisation process.
* To work in close partnership with the other council services to ensure the highest quality provision is schools and post 16 provision.
* To liaise with school learning communities and academy partners to provide appropriate support and guidance on best practice to secure good outcomes.
* To maintain constructive relationships with a broad range of internal and external stakeholders and specifically with education professionals from a wide range of services and disciplines both in and out of the City.
* To champion diversity, equality and values to improve outcomes and prospects for all pupils and identified groups.
* Contribute directly to the work of Education Excellence, as directed by line manager (School Improvement Senior Advisor).
* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder: