**City of Wolverhampton Council**

**Person specification**

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

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| **Aspect** | **Essential criteria** | **Desirable criteria** | **How identified** |
| **Qualifications** | * Degree level or equivalent qualification / experience
* Qualified teacher status
* GCSE / equivalent English and Maths
 | * Education related post-graduate study / research qualification or intention to pursue
* Humanities qualification at degree level
 | * Application form
* Certificates pertaining to disclosed qualifications
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| **Knowledge** | * A proven track record of school improvement as a leader in school / LA / MAT
* Excellent understanding of the context in which schools work and strategies to overcome underachievement.
* Extensive knowledge of effective curriculum design for pupils of secondary school age
* Extensive knowledge of robust, reliable and relevant assessment systems and processes.
* High quality pedagogy including adaptive teaching to meet the needs of all pupil groups including SEND
* Working knowledge of quality assurance systems and procedures
* Extensive knowledge of how to use schools’ data and other performance information to support the cycle of school improvement
* Knowledge of the Ofsted process and expectations of schools and leaders
 | * Experience of designing, mapping, implementing and evaluating curricula
* Knowledge of KS2 curriculum to support learning and transition at KS3, especially for English and Maths
* Comprehensive understanding of provision to improve outcomes of pupils eligible for PPG and SEND
* Lead for quality assurance activity in setting
* Lead for school improvement activity in setting
* Robust knowledge and experience of challenge and support through current or previous employment
 | * Application form and interview
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| **Training** | * Evidence of continuous professional development
* Willingness to undertake development opportunities relevant to the post
 | * Post graduate study / qualification e.g. NPQs
 | * Application form
* Certificates pertaining to additional courses, qualifications
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| **Experience** | * Proven track record and success in working to improve attainment and achievement of pupils of secondary school age
* Planning and delivering successful professional development programmes and training
* Experience of working with a wide variety of stakeholders in an ever-changing and rapidly evolving landscape
 | * Experience of developing provision in Post 16
* Experience of creating and delivering CPD content for Post 16
* Comprehensive understanding of evaluation processes and methodology
* Senior leadership experience
* Experience of advisory teacher work within a local authority / MAT
 | * Application form and interview
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| **Special knowledge and skills** | * High level of IT competence in the use of Microsoft software: Outlook, Excel, Publisher, Powerpoint etc
* Ability to present data and information in an easy to understand / accessible format
* Ability to collaborate and liaise with others
* Ability to work and negotiate successfully competing demands and tight deadlines
* Highly organised and able to manage own calendar skilfully to meet deadlines
* Able to challenge poor practice with a high level of professional integrity
* Have problem solving and analytical skills
 | * Collaboration with internal and external partners to ensure better life chances for children and young people
* Able to effectively design, implement, analyse and evaluate surveys / information that inform decisions, systems, approaches and documentation
 | * Application and interview
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| **Personal qualities** | * A strong commitment to Equal Opportunities in service delivery and employment practice
* Excellent communication, interpersonal and negotiation skills
* Positive attitude in order to motivate others
* Determination and commitment to deliver consistently high-quality services
* Resilient in the face of change
* The ability to lead and inspire confidence
* Team player, able to get the best from colleagues
* Committed to self and team development
* Ability to use initiative, work under pressure and meet deadlines
* Ability to work as an individual and as part of a team
* Friendly and approachable
* High level of professionalism and integrity
 | * Solution focused including and understanding of the principles of ‘restorative practice’
 | * Application and interview
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| **Commitment** | * High standards of practice
* Upholding and promoting Equal Opportunities
* Continuous professional development (CPD)
 |  | * Application and interview
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| **Special requirements** | * This post is exempted under the Rehabilitation of Offenders Act 1974. An enhanced DBS check will be required for this post. Any offer of appointment will be conditional upon receipt of a satisfactory Enhanced DBS check and other relevant pre-employment checks.
* Two references will be taken up for all shortlisted candidates prior to interview.
* Work outside normal hours may occasionally be necessary.
* Ability to travel efficiently around the City in order to carry out duties
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| **Other** | * Ability to work flexibly, including occasional evening work, to suit work requirements
 | * Current driving licence and use of a vehicle on a planned and regular basis
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