

Post Specification

Post Specification - Key Information

- **Post Title: General Adviser Post 16 & Alternative Provision**
- **Date: January 2024**
- **Post Group Number: SLB0004**
- **Final Grade: EIP spine points 16-19 (plus potential for three SPAs)**

To be read in conjunction with the job family role profile.

Service Area Description

To support the council's statutory duty to monitor and intervene in schools to ensure that children and young people receive educational provision which enables them to reach their potential.

Purpose of this Post

To improve outcomes for children, young people and families in Cumbria by taking an active role in championing and developing well-being, learning and educational standards within a system-wide partnership.

To work within a system-led school improvement partnership, monitoring the standards of schools, settings and providers, in order to secure improvements and enhance achievements.

To contribute to the development and delivery of services for children, young people and families.

Key Job Specific Accountabilities

To be a member of the system-led approach and to contribute to procedures required to maintain an up-to-date knowledge of all area MATs, schools, colleges and Alternative Provision (AP), champion excellence and work in partnership with other providers to bring about improvements.

To work with and promote the development of collaborative partnerships for the purpose of system-led school, AP and college improvement.

To lead the implementation of recommendations from the recent Post-16 Review.

To participate in and, where required, support Westmorland and Furness Council priority sub-groups to ensure that Key Performance Indicators (KPIs) are met.

To work in partnership with the Senior Adviser and System Leaders to identify schools, colleges and AP providers needing support to improve, causing concern or at risk of special measures.

To support the development of the self-improving education system by developing the knowledge and understanding of system leadership with other stakeholders, schools and governing bodies.

To support identification of those schools and colleges judged at risk of special measures or that have serious weaknesses in order that schools/colleges receive rapid support by the most appropriate partnerships to raise standards.

To further quality assurance processes within the agreed framework through cluster support and contribute to relevant training as required, for example CIAG and Alternative Provision.

To report to all Senior Leaders and partners on standards in Cumbrian schools/colleges for Post 16.

To manage the Careers, Information, Advice and Guidance delivery services, monitoring performance, and overseeing the provision of commissioned support in order to secure improvements and enhance Post 16 participation outcomes including manage the CIAG contract by monitoring/reviewing/quality assuring/intervention/NEET data sharing/complaints/CIAG development.

To provide expert input into any re-tendering of commissioned services of CIAG.

To maintain an up-to-date knowledge of statutory requirements relating to education and learning, including inspection and safeguarding, ensuring timely support and communication to schools, clusters and collaboratives within Westmorland and Furness Council.

To contribute to the combined Education and Skills Plan and such other plans concerned with improving outcomes for young people and families, where appropriate.

To ensure that, in partnership with system leaders, the relevant statutory duties on the Council are able to be met.

To enhance the Council's image and that of its strategic partners by promoting awareness of services and achievements and encourage greater public participation.

To work within agreed Council policy guidelines, including taking reasonable care of your own health and safety.

To ensure that the Directorate is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices.

To support the Council's core values and corporate standards.

To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:**

- Monitor spend on allocated school improvement projects for Post 16.

- **Staff Management Responsibilities:**

- Task management of identified staff as required by projects and activities

- **Other:**

- To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

To ensure that the Learning Improvement Service is always pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices.

To take reasonable care for your own health and safety.

Essential Criteria

Qualifications:

- DfE recognised teaching qualification.
- Degree or equivalent qualification.
- Evidence of commitment to on-going professional development.

Knowledge:

- Extensive and up-to-date knowledge of national policy/initiatives/requirements in relation to education.
- Commitment to self-improving system leadership.
- Understanding and experience of data analysis techniques and target setting process; school improvement strategies and school leadership styles.
- Knowledge and understanding of the national standards for school improvement services.
- Clear understanding of leadership issues as they relate to schools.

Skills/Ability:

- Excellent, demonstrable communication and interpersonal skills (both oral and written) at all levels.
- Establish quickly effective relationships with a wide range of individuals, groups and organisations.
- Sort, analyse and evaluate information; apply criteria and make judgements.
- Work effectively as an individual and in a team.

Personal skills:

- Ability to work in a variety of locations on a daily basis.
- Ability to motivate others.
- Professional integrity, reliability and consistency.
- Adaptability and resilience.
- Outcome focussed and self-motivated.
- Desire to keep on learning.
- Work on own initiative

Experience:

- Substantial and varied teaching experience in schools.
- Recent, successful experience in monitoring the quality of learning and teaching.
- Experience applying OFSTED criteria successfully to evaluate school effectiveness and secure improvement.
- Successful collaboration to secure school improvement.
- Experience of data analysis to monitor provision and standards and championing targets for improvement.
- Experience of providing INSET

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is

- DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:**

Ability to work in a stressful environment subject to extensive regulatory and departmental scrutiny

- **Physical Demands:**

Council wide role

- **Working Conditions:**

Willingness to travel within and without of the council