# Job Description Education Improvement Primary Education Adviser

**Role Profile**  Education Improvement Primary Education Adviser KS2 & Governance

**Service/Team** Education Improvement and Services 0-25

**Reports to** Head of Service Education Improvement Team

**Responsible for** Educational Improvement in Early Years (EY) & Primary Phase

**Number of posts** 1 (there is another Primary Phase Adviser in Place

**Post number** 111735\_

**Career Grade** Soulbury 12-15

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring this part of the job is delivered in this way which has this impact.

* Primary and EY schools and settings achieve or retain a Good or Outstanding grade from Ofsted so that all BCP children will attend a Good or better school/setting by 2030
* Improving the outcomes of primary phase pupils in Reading, Writing and Maths (RWM) across partnerships of schools and providers, particularly those who are disadvantaged, have SEND or experience of care
* Ensuring the best leaders are recruited, retained and developed in BCP education 0-25
* Ensuring the moderation of KS2 and RWM throughout and beyond Primary Phase is robust and that there is a good and shared understanding of what works to prepare pupils for transitions in education and by leading a rigorous and fair KS2 Moderation Process.
* Develop and lead Governor Services for maintained schools and SLAs with academies[[1]](#footnote-1)
* All children in BCP have access to independent support about their next best choice in education so that they thrive from birth to adulthood

**Job Overview**

To work with the Education and Skills Team and across Children’s Services to lead on the monitoring, moderation, evaluation and reporting on school, provider, setting and pupil/student performance, in EY and primary phase.

To co-develop and implement improvement plans to ensure high educational standards and high levels of school effectiveness are achieved in Bournemouth, Christchurch and Poole.

This post is to deliver statutory services for quality assurance, improvement and leadership recruitment & retention in education in BCP.

It will also see the establishment of an SLA with all schools/providers of primary phase education to recruit, develop and retain high quality governance in education, so that schools and settings are supported and challenged by their community.

## Key Responsibilities

* Support school and provider governors and leaders in order to prepare for inspections and audits.
* Identify school and provider improvement priorities and determine appropriate improvement action plans, in collaboration with schools, providers and trusts to ensure high standards of school performance and pupil/student achievement.
* Develop and improve curriculum, pedagogy and teaching practice in schools through work with school/provider leaders/managers
* Provide advice to governors in relation to the implementation, maintenance and development of policies and strategies for improvement, including Headteacher appraisals and recruitment, development & retention of effective senior leaders.
* Play a leading role in transitions in education between EY and within primary phase, but also within and beyond it, so that children move seamlessly onto the right pathways at the right time including from KS2 to and 3 and within the Middle School System.
* Identify and intervene to reduce gaps in progress and attainment for disadvantaged groups, including boys, SEND, girls in Mathematics and looked after children and refugees.
* Develop with the Head of Service, supporting services and vfm delivery of statutory services for education to address gaps and support excellence
* Creation of CPD and development offer for trusts and maintained school settings and development of a team to deliver improvement in KS2
* Joint and collegiate working with SI leaders in BCP schools to have a joined up approach and offer to all schools in the area
* Jointly reporting on primary phase improvement and quality assurance

## Specific Qualifications and Experience

* Experience of primary school/EY/KS2 Leadership or of coaching primary phase leaders in organisational or system improvement with a positive and evidenced impact
* Recognised teaching qualification/degree & evidence of professional development
* Advanced knowledge of the national curriculum and relevant inspection frameworks relating to teaching practice.
* Advanced knowledge of current educational policies, procedures, and statutory requirements
* Knowledge of key performance indicators for schools & providers and how they are assessed.
* Change management & improvemnt experience within a relevant educational context.
* Experience evaluating teaching and making accurate assessments and recommendations for improvements.
* Experience of training, coaching, and mentoring leaders within an educational context.
* Ability to work independently and part of a team and manage own workload.
* Ability to advise, broker and influence using professional knowledge and evidence.
* Ability to develop relationships with schools and education providers.
* Experience of developing and delivering services via an SLA or other financial mechanism

Personal Qualities & Attributes

* Values based practice, informed by commitment to children and young people and their happiness and progress
* Emotional intelligence and self-awareness
* Adaptability to different audiences’ communication styles & competency at using digital and social communication to support professional conversation
* Honesty and self-awareness and enjoyment of team and lone working
* Optimistic and collegiate in working across teams & imaginative in how we can develop services with partners

## Job Requirements

* Qualified teacher status or relevant experience of school/KS/system Leadership
* Experience of helping leaders/providers to improve and sustain improvement
* Enhanced DBS check
* Must hold a valid UK driving licence with access to own car

This role does not have any team management requirements but may develop direct budget and service management if SLA is successful

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

1. Service level agreements [↑](#footnote-ref-1)