

## **JOB DESCRIPTION**

**Post Title:**      **Education Improvement Adviser - Primary**

**Directorate:**                      DIRECTORATE OF CHILDREN'S SERVICES  
**Portfolio/Service Area:**      Raising Achievement & Access to Learning –  
Learning Opportunities – School and Community  
Achievement

**Scale/Grade:**                      Soulbury 19 – 22 (25)

**Reporting To:**                      OPERATIONAL MANAGER SCHOOL AND COMMUNITY  
ACHIEVEMENT

**Responsible For:**                      Designated staff assigned to work on specific projects  
relevant to service priorities.

### **Main Purpose of Job:**

- In relation to the Primary phase, to provide professional advice to schools and community/school clusters.
- To monitor and lead the improvement of achievement in Worcestershire by promoting good quality teaching and by supporting schools to extend current provision, often in collaboration with other providers of learning and in line with local needs.
- To provide a county-wide lead on aspects of educational achievement, and/or a designated curriculum area, as agreed with Line Manager, to be reviewed annually in line with Children and Young People's Plan/Local Authority priorities.
- To be the School Improvement Partner for designated Primary phase schools.
- To work alongside School Improvement Partners, where allocated, and schools in assessing the scope and quality of their provision and their improvement planning.
- To identify under-achievement in schools and communities and promote strategies to address this.
- To provide the link between a cluster/pyramid of Primary phase schools and their community, and the Local Authority, supporting local delivery of positive outcomes for children and young people.

## **Responsibilities, Duties and Tasks:**

- To support and promote school involvement with local community and cluster partners in delivering an appropriate curriculum, including extended services.
- To monitor and develop the effectiveness of schools and other educational settings in building 0–19 pathways for vulnerable groups and individuals, in liaison with Children's Services colleagues.
- To support the development and self-evaluation of school provision against all ECM outcomes.
- To promote the involvement of schools and other educational settings in enhancing opportunities for all learners through its approaches to learning and teaching and provision of personalised learning.
- To promote the effectiveness of schools and other educational settings and raise achievement by leading development in a designated aspect or subject, negotiated annually in accordance with Local Authority priorities:
  - promoting a range of appropriate teaching approaches and providing advice on suitable teaching and learning resources;
  - advising on and/or providing appropriate professional learning for the workforce in schools and other educational settings;
  - producing appropriate resources to support school development;
  - promoting networks and collaboration in clusters, pyramids and area groups, facilitating local plans to address underachievement;
  - leading and participating in specific relevant project groups addressing Children and Young People's Plan and local community priorities.
- In liaison with Phase Operational Managers and School Improvement Partners, to monitor and evaluate the effectiveness of various aspects of provision in identified link schools:
  - monitoring OFSTED reports and other performance data;
  - initiating reviews and intervening in schools where there is a concern over the quality of provision;
  - responding, where appropriate, to requests from schools and other educational settings to support their own self-evaluation;
  - providing appropriate support both pre/post OFSTED in response to schools' identified needs;
  - providing appropriate support for newly qualified teachers;
  - supporting schools and other educational settings in using data and target-setting to promote and monitor appropriate progression.
- As appropriate, to be the allocated School Improvement Partner for nominated schools, as required by Phase Operational Manager.
- To provide advice as required on curricular and professional matters to Councillors, parents, teachers, Governors and Local Authority officers.
- To keep abreast of current developments in education.
- To represent the Local Authority at national meetings, consultations and conferences as required.

**General Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To participate in the Council's emergency response arrangements as directed by the designated officer.

**Contacts:**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

**Notes:**

- This post is politically restricted under the terms of the Local Government and Housing Act 1989.
- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Anne Scarsbrook

Date: 5th June 2008

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