

## JOB OUTLINE

<b>Job title:</b>	<b>Beyond the Core Lead Advisor</b>
<b>Job ref:</b>	<b>HFL1455</b>
<b>Hours:</b>	Full time: 37 hours per week
<b>Salary band:</b>	Band 6: FTE £60,000 - £62,000 p.a plus excellent benefits
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Head of Primary: Teaching and Learning, Curriculum and Assessment
<b>Team:</b>	Primary Teaching and Learning Team
<b>Location:</b>	Hybrid working with flexibility required to work across educational settings in Hertfordshire, and neighbouring counties. There is an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire, if desired.

## OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## JOB CONTEXT

The Primary Teaching and Learning Team is part of the wider Education Services Team at HFL Education, providing high-quality training, resources and consultancy to schools inside and outside Hertfordshire.

## PURPOSE OF THE JOB

- To communicate a passion for school improvement, maximising opportunities for all and narrowing the achievement gap for vulnerable pupils
- To work closely with the Head of Primary; Teaching and Learning, Curriculum and Assessment in order to provide schools with the best curriculum beyond English, Mathematics, Science and MFL and to assure quality of training, consultancy and resources.
- To be fully immersed in current curriculum thinking, communicating this passion and expertise on various platforms to our schools and partners.
- To be able to demonstrate expertise in various areas of the primary curriculum beyond the core, which would, ideally, include some of the following areas - History, Geography, Music, Art and DT.
- To lead the strategic development of the Wider Curriculum team in terms of recruitment and the development of external partnerships.
- To identify and undertake trading activities, maximising income and contributing to a team traded target.
- To develop initiatives to maintain current clients and attract new ones by broadening of contract and traded opportunities for the Teaching and Learning Advisory Team within the Authority and outside its borders.
- To manage the budget and trading targets, and to help grow the team's income, both in terms of national work and local contracts.

## MAIN AREAS OF RESPONSIBILITY

The role encompasses the following core duties:

- To establish a curriculum advisory offer beyond the core subjects.
- To line manage team members when they are recruited at strategic points in the future.
- To play a full role in the leadership group for the Primary Teaching and Learning Advisors which includes the Mathematics Lead Advisor, English Lead Advisor and the Assessment Lead Advisor.
- To lead high-quality training sessions and consultancy to schools and organisations on all aspects of curriculum development across a primary school.
- To quality assure support provided to schools through school-based consultancy and central training.
- To develop the marketing and packaging of the consultancy and training offer to schools.

- To deliver on budget targets agreed with line manager and the Executive.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

## **PERSON SPECIFICATION**

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### **Qualifications and Knowledge of:**

- A teaching qualification (Essential)
- The Primary Curriculum, with subject expertise in a range of areas which would, ideally, include some of the following areas - History, Geography, Music, Art, PE and DT. (Essential)
- The Education Inspection Framework (Desirable)
- Sound knowledge of using IT across all aspects of relevant work (Essential)
- Understanding of school funding and school budget (Desirable)

### **Experience of:**

- Change management in a school setting or across a MAT (Essential)
- Leading curriculum development (Essential)
- Providing training and development both digitally and in person (Essential)
- Leading, coaching and mentoring staff (Essential)
- Leading and managing challenging conversations (Desirable)
- Effectively managing budgets and bringing in traded income (Desirable)
- Managing projects across a school/ schools (Desirable)
- Being part of a strategic team, working collaboratively (Desirable)

### **Skills and abilities:**

- Creating engaging digital and in-person training sessions (Essential)
- Excellent interpersonal skills (Essential)
- Networking and partnership building (Desirable)
- Excellent organisational and admin skills; the ability to self-manage (Essential)
- Ability to lead and build teams, as well as work effectively as part of a team (Essential)

- Ability to motivate and inspire others (Essential)
- Ability to work systematically and efficiently, meeting all deadlines (Desirable)
- Ability to identify market opportunities/ client needs to curate/create products and services (Desirable)

## EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

## DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

## HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## APPLICATION PROCESS

For an informal discussion regarding the role, please contact Ian Connors – Head of Primary; Teaching and Learning, Curriculum and Assessment via email on [ian.connors@hertsforlearning.co.uk](mailto:ian.connors@hertsforlearning.co.uk) or by mobile on 07513 164 747 so a mutually convenient time can be arranged to discuss the role.

**To apply**, please download and complete the HFL application form along with the supporting statement (maximum 2 sides of A4), explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HFL team.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or 01438 544439.

To help HFL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HFL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

**Closing Date: Monday 3<sup>rd</sup> October 2022 at 9am**

**First Stage Interview Date: From Wednesday 5<sup>th</sup> October via Microsoft Teams.**

**Final Stage Interview Stage: We anticipate the final interview taking place on Monday 10<sup>th</sup> October in Stevenage.**