

Head of School Improvement and Advisory Service

Department: Children, Young People, Education & Skills

Division: Education

Reports to: Chief Education Officer/Director of Education

JE Reference: CYP077.1

Grade: CS15

JE Date: 05/12/2024

Job purpose

Lead, develop and deliver an Island-wide evaluation programme for education services ensuring the targeted development of all GoJ schools and colleges, and their leaders, teachers and support staff, in line with the Strategic Plan of the Council of Ministers and to ensure that young people leave the Island's education system with the skills and qualifications to support their own and Jersey's economic, social and cultural needs.

Job specific outcomes

1. Evaluate school performance through the continuous development of an Island-wide school accountability programme and the development of effective tools for the collection and analysis of appropriate school data, in order to identify areas for development and performance improvement across all GoJ schools.
2. Lead the design, development, commissioning and implementation of school improvement strategies to drive up performance across all schools and ensure that children receive the best possible educational experience at all stages of their schooling.
3. Oversee the appointment of all headteachers and principals and their ongoing, effective performance management and personal development, in order to advance the education profession in Jersey and to support the ongoing development of the performance of children's learning. This will include identifying priorities for staff development and implementing leadership development and succession planning.
4. Co-ordinate the successful implementation of Education staff CPD, including further education programmes and the Jersey Graduate Teacher Training Programme (JGTTP), to ensure the appropriate allocation of training opportunities in line with organisational need.

5. Develop the Jersey Curriculum to ensure that it meets the needs of all Jersey pupils, both in terms of academic and vocational achievement and understanding of Jersey's history and culture, as well as alignment to the Island's current economy and emerging economic needs, and ensuring it meets national curriculum requirements, changes and planning and assessment procedures.
6. Direct the strategic and business planning process of the Education Department, taking the strategic lead for delegated key objectives and supporting senior colleagues with their own key objectives, in order to ensure that the Department delivers its strategic plan to improve and maintain educational performance across all GOJ schools.
7. Act as lead Education Policy Advisor, delivering presentations to GoJ leadership and extended leadership, preparing briefings, drafting correspondence, answering States questions, and researching and analysing specific policies, in order to support the Director of Education, the Ministerial Team, Council of Ministers and Corporate Management Board (CMB) in their political decision-making, especially in the areas of school performance, curriculum development and wider Education policy.
8. Direct and manage the work of the team of local and off-Island school advisors, SIAS, for all Government of Jersey schools and Colleges, including those providing sixth form education, agreeing a package of support for each school to ensure that they are appropriately managed, advised and supported to facilitate continuous improvement.

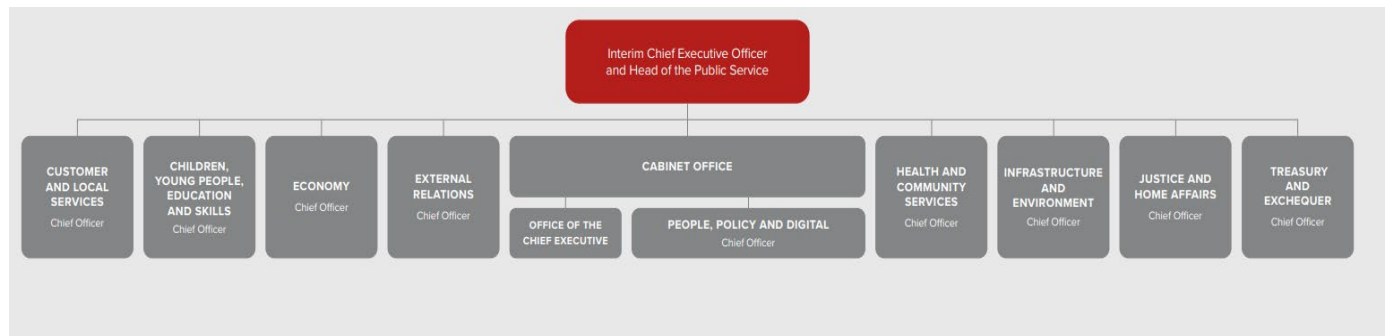
Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
 - To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
 - To work in accordance with the Data Protection (Jersey) Law;
 - This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.
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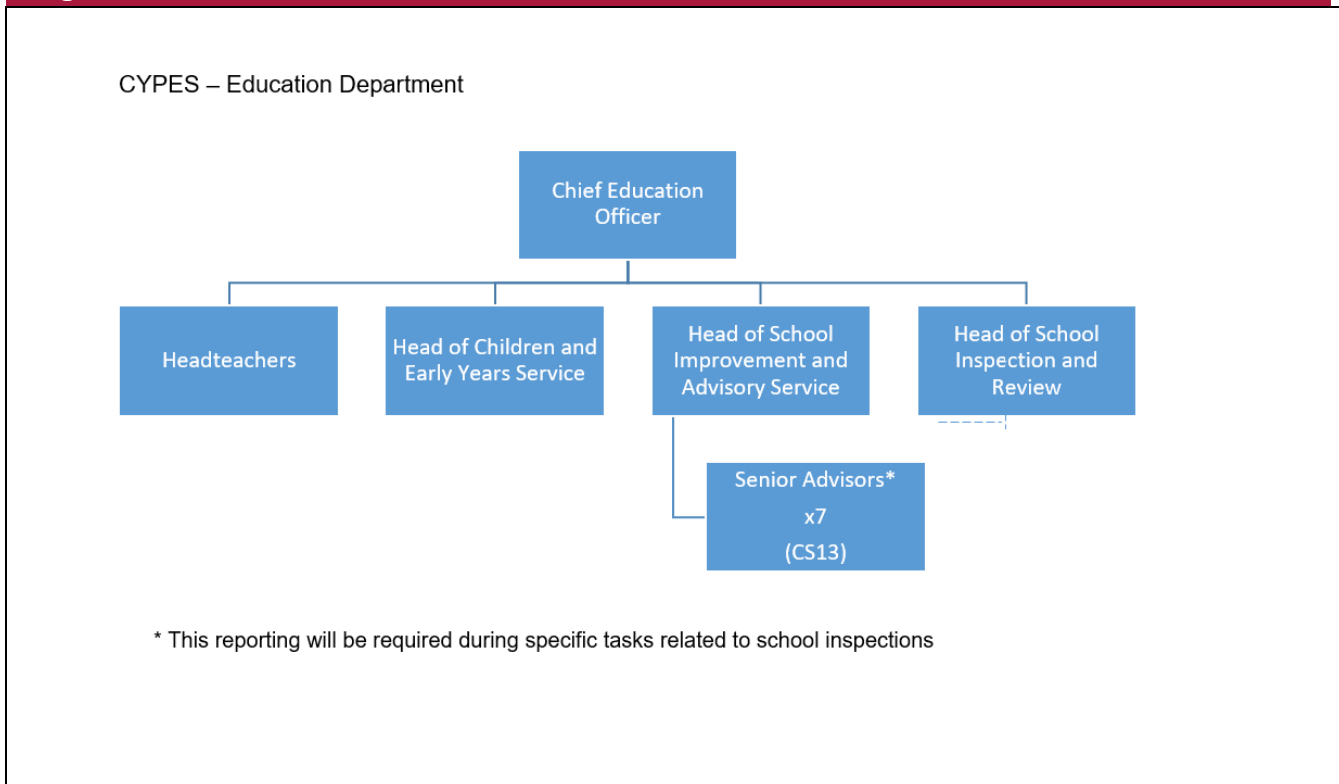
Services (TIER 1,2 and 3 jobs only)

Development & Evaluation Services

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Postgraduate professional qualification in teaching or equivalent (e.g. PGCE)</p> <p>An additional postgraduate qualification in education management or general management is also essential due to the breadth of senior management responsibility included in this role.</p>	<p>Recognised qualifications as a school inspector</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of UK/International education services, curriculums and education laws.</p> <p>Up to date knowledge of UK education strategies, policies and learning best practice.</p> <p>Extensive knowledge and of Early Years, Primary and Secondary education.</p> <p>Working knowledge of Higher Education and Further Education.</p> <p>Sound knowledge and understanding of best practice in the UK with</p>	<p>Knowledge of Education Services, curriculums and Education Law in Jersey and the UK.</p> <p>Up to date knowledge of Education strategy, policy and learning In Jersey.</p>

	regards to teaching and learning, assessment, school inspection/review and school improvement. arning, assessment and quality improvement.	
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Ability to gain Enhanced DBS clearance.	Safeguarding training
General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	<p>Ability to lead, develop and implement change.</p> <p>High level analysis and problem-solving skills</p> <p>Adept at dealing with a wide range of people.</p> <p>Excellent inter-personal, social and communication skills.</p> <p>Proven skills in inspection of schools, school improvement strategies and raising standards.</p> <p>Able to formulate, negotiate and gain acceptance of decisions, judgement and advice.</p> <p>Possesses political and strategic awareness and applies to a breadth of knowledge of schools and the local context.</p> <p>Extensive leadership, organisational and administrative skills.</p> <p>Extensive knowledge of budgeting and budget control techniques.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Management experience at a senior level in an education environment.</p> <p>Significant expertise gained through direct experience in school inspections leading to improvements in school performance.</p> <p>Experience of initiating, leading and contributing to departmental and organisational wide policy development and implementation.</p> <p>Successful record of developing and sustaining partnerships and networks with external organisations and other bodies locally, regionally and nationally.</p>	<p>Proven track record as a successful leader in either a school or college.</p> <p>Experience of leading school inspections through recognised inspection organisation(s)</p> <p>Experience in union consultation and negotiation.</p>
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.