

Education Adviser Job Description and Person Specification

Job purpose

The purpose of this role is to provide professional development, training and support for primary, secondary and special schools to enable them to develop and achieve excellence in policy and practice relating to safeguarding, PSHE, and physical and emotional wellbeing.

Reporting to: Adviser - Safeguarding

Direct reports: None

Key responsibilities

- To contribute to the delivery of centre-based and online safeguarding training sessions including Designated Safeguarding Lead (DSL) initial and refresher training, and safer recruitment.
- To deliver in-school, early years and non-education settings safeguarding training and consultancy sessions to a range of staff groups addressing wider safeguarding issues and topics.
- To identify and develop wider safeguarding training opportunities and content including online learning, webinars, and the Safeguarding Subscription service.
- To develop and deliver relevant and innovative continuing professional development opportunities to a range of staff groups/leaders/governors relating to PSHE and R(S)HE, emotional health and wellbeing
- To provide advice and guidance to primary schools on the teaching of PSHE and R(S)HE, and emotional and mental health
- To provide advice and guidance to schools on the development, review and evaluation of school policies relating to safeguarding, PSHE, RH(S)E, and emotional health and wellbeing
- To develop relevant and innovative teaching resources and materials to support the delivery of PSHE and R(S)HE, and emotional health and wellbeing in schools
- Where necessary identify, liaise and coordinate the work of associate advisers
- Delivery of contracted work as specified by the contractor, including all stated monitoring, reporting and evaluation.
- To work across the company to contribute to internal and external wellbeing initiatives and projects
- Undertake continuing professional development to ensure we stay up-to-date of current thinking and research.

Expected outcomes/impact:

- Meeting of agreed course place/resource/programme sales
- Meeting of financial targets
- Contribution to SFE strategic priorities
- Dissemination of good practice/current thinking/research to wider team
- Maintaining the reputation of SFE as credible and knowledgeable experts in the fields of safeguarding, PSHE, R(S)HE and emotional health.

Other considerations:

- Due to the nature of the post, the holder may be expected to work flexible hours in order to attend certain company events.
- This post requires an enhanced DBS clearance to be renewed every three years as SFE works closely with children and schools. Other appropriate checks and safeguards may also be required.
- The role will require a highly flexible, innovative approach.
- A full driving licence is required together with access to legal use of a car and insurance appropriate to use the car for business purposes as well as travel to and from work.

Person Specification – Education Adviser

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> UK Degree or equivalent 	<ul style="list-style-type: none"> Qualified teacher status 	<ul style="list-style-type: none"> CV Certificates at selection event
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development relating to safeguarding, PSHE and emotional health and wellbeing 	<ul style="list-style-type: none"> Current Designated Safeguarding Lead Membership of appropriate professional networks or organisations 	<ul style="list-style-type: none"> CV Selection event
Experience	<ul style="list-style-type: none"> Working with, or as part, of senior management and leadership teams Dealing child protection and safeguarding issues and processes in school Outstanding classroom delivery in primary PSHE and R(S)HE Embedding safeguarding messages throughout the curriculum Improvement planning and managing change processes Delivering high quality professional development Supporting children and young people's emotional and mental health Proactive teaching strategies and approaches for providing a universal level of support to children and young people's emotional and mental health 	<ul style="list-style-type: none"> Knowledge of local area Working with multi-agency teams Production of online learning tools Development of teaching resources 	<ul style="list-style-type: none"> CV Selection event
Knowledge and Skills	<ul style="list-style-type: none"> An outstanding Safeguarding practitioner Confident trainer adept at delivering to a wide range of school staff including senior leaders Fully conversant with the statutory requirements, national guidance and best practice in both safeguarding and PSHE/R(S)HE Excellent written and spoken communication skills An awareness of the needs of pupils from all cultures and all levels of educational need Ability to work flexibly, remotely and manage own workload Confident deliverer of online/remote training Strong organisational skills Excellent interpersonal skills Ability to work effectively as part of a team Ability to be proactive and solution focused An effective listener and communicator Able to maintain and respect confidentiality Able to seek advice and guidance when necessary 	<ul style="list-style-type: none"> Knowledge and understanding of the current school inspection framework Excellent IT skills including proficiency in MS Word, Powerpoint and Excel, and e-mail systems Excellent skills in the use of online delivery of training/support 	<ul style="list-style-type: none"> CV Selection event
Personal Qualities	<ul style="list-style-type: none"> Can prioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams Willingness to challenge constructively the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines. 		<ul style="list-style-type: none"> CV Selection event

	<ul style="list-style-type: none"> • Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff. • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts. 		
Other	<ul style="list-style-type: none"> • Strong personal commitment to diversity and inclusion • A willingness to share and embrace the charity's principles and values 		<ul style="list-style-type: none"> • CV • Selection event