

Job Description and Person Specification

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| 1. JOB TITLE: | Education Adviser |
| 2. SALARY/RANGE AND BENEFITS | 50864.53 |
| 3. REPORTS TO: | Head of School Support Service |
| 4. DIRECT REPORTS: | None |

Summary

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 SEND in mainstream schools

Key responsibilities

The post holder will be responsible:

- To contribute to the development and delivery of centre-based and online training sessions in specialist areas.
- To deliver training and consultancy in schools, early years and non-education settings to a range of staff groups addressing wider school needs and identified CPD issues.
- To identify and develop wider training opportunities and content including online learning, webinars, and other relevant products and services.
- To develop and deliver relevant and innovative continuing professional development opportunities to a range of staff groups/leaders/governors.
- To provide advice and guidance to primary, secondary and special schools on curriculum, pedagogy, the development, review and evaluation of school policies and school procedures.
- To develop relevant and innovative teaching resources and materials to support the delivery of high-quality CPD.
- 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 initiatives and projects as appropriate.

- Undertake continuing professional development to ensure we stay up to date of current thinking and research.

Expected outcomes and impact

- Meeting of agreed course place/resource/programme sales.
- Meeting of financial targets for consultancy.
- 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 specific areas of education, school leadership and CPD.

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.
- The post holder may be required to undertake other duties as determined by business need.
- 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

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> UK Degree or equivalent Qualified Teacher Status 	<ul style="list-style-type: none"> Higher Level qualification 	<ul style="list-style-type: none"> Application Form Certificates at Selection Event
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development relating to safeguarding, PSHE and SEND Current Designated Safeguarding Lead 	<ul style="list-style-type: none"> Member of appropriate professional networks or organisations 	<ul style="list-style-type: none"> Application Form 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 PSHE and R(S)HE Embedding safeguarding messages throughout the curriculum Improvement planning and managing change processes Delivering high quality professional development Proactive teaching strategies and approaches for providing a universal level of support to 	<ul style="list-style-type: none"> Working with multi-agency teams Production of online learning tools Development of teaching resources 	<ul style="list-style-type: none"> Application Form Selection event

Factors	Essential	Desirable	Assessment Method
	children and young people		
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 	<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"> • Application Form • Selection event

Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> • Able to seek advice and guidance when necessary 		
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 • 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 		<ul style="list-style-type: none"> • Application Form • Selection event
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"> • Application Form • Selection event