

Newcastle City Council

Job Description

Post Title	Senior Adviser – School Effectiveness
Evaluation	Grade Soulbury 16-19 (+3 SPA)
Responsible to:	Head of School Effectiveness
Responsible for:	Staff as allocated
Job purpose:	To lead on areas of school improvement activity and projects that improve standards in schools across Newcastle. The aim of such work is to improve outcomes for children, young people and families

Main Duties:

1. Lead on the development of a strong, collaborative approach to school improvement within Newcastle
2. Contribute to the improvement of providers or schools causing concern and those at risk of becoming so
3. Provide strategic direction or oversight to teams currently supporting school / setting improvement. These will include, but will not be limited to, Early Years advisers and the school governance team
4. Provide strategic leadership, support and challenge in order to improve outcomes of all pupils across all age groups and narrow the achievement gap.
5. Work with other relevant services within and external to the council to ensure that school improvement is evidence-based and effective
6. Provide school leaders and governors with advice, training, support and challenge with a particular focus on the quality of the curriculum and assessment.
7. Lead and manage a program of support to schools and early years providers that increases capacity through strong networks and peer review
8. Take part in and lead school supportive reviews.
9. Provide advice and guidance to schools in relation to Ofsted inspections with a particular focus on curriculum and assessment.
10. Work with council departments, businesses and schools to ensure that all children and young people benefit from positive enrichment opportunities
11. Deputise for the Head of School Effectiveness when required
12. Support the processes connected with key appointments in schools and within the city as required
13. Carry out line management responsibilities for a team of officers, including induction and training and appraisal procedures, to ensure effective performance by all members of the team
14. Represent the Education and Skills Division at external meetings and events, as required
15. Monitor and report back on the work of schools / settings in relation to areas

for which the post-holder is responsible, including written and verbal briefings to councilors and others within the council leadership structure

16. Promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
17. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures