



H A M W I C  T R U S T  
EDUCATION

# Candidate Briefing Pack

## Teaching and Learning Advisor

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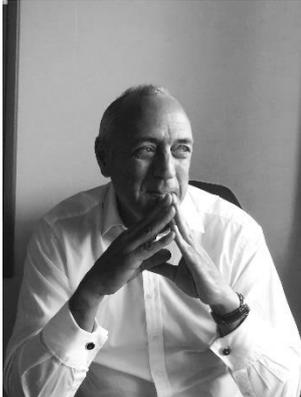
Hamwic Education Trust, Unit E, The Mill Yard, Nursling St, SO16 0AJ

Hamwic Education Trust is registered in England and Wales, registered address as above. Company No. 10749662

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## Hamwic Education Trust Chief Executive Introduction

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We are seeking to appoint a high quality Teaching and Learning Advisor, who will work with our current team to deliver training, advice and coaching in our schools. The role will give leaders looking for an inspiring career opportunity the chance to shape pedagogy and learning in a wide range of schools across the Central South Coast.

The Hamwic Education Trust is a community based Trust striving to create academic excellence through community engagement. Our aim is to establish self-improving school systems by creating local partnerships of schools where School Leaders take a collective responsibility for student outcomes.

As at 1 May 2019, our Trust comprised of 6 local partnerships containing 29 academies, in excess of 10,000 pupils and over 1,600 staff. The 29 academies consist of 27 primaries, 1 secondary and 1 hospital school. We also have another school in conversion. The 6 local partnerships are spread across Portsmouth, Southampton, Poole and Dorset. The Trust also contains a Teaching School and SCITT.

At the Hamwic Education Trust we are passionate about the central role of education in improving individual life chances for children and young people. We bring professional expertise and experience to secure the highest possible achievement for all. We believe in a local education, with the freedom to collectively support the needs of the community it serves.

I hope that you would want to be part of the team.

**Robert Farmer**  
**Chief Executive Officer**

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## Advert

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<b>Role:</b>	Teaching and Learning Advisor
<b>Location:</b>	Head Office, Southampton with travel across the South Coast
<b>Start Date:</b>	September 2019
<b>Salary Range:</b>	L3 £41,989 – L7 £46,430 + Essential User Allowance

Hamwic Education Trust is a growing multi-academy comprising of currently 29 schools (27 primary, 1 secondary and 1 hospital school).

Through the Trust expansion, an exciting opportunity has arisen for another Teaching and Learning Advisor to join the Education Team. As high quality practitioners, the successful candidate will work with our current team to deliver training, advice and coaching in our schools. The role will give leaders looking for an inspiring career opportunity the chance to shape pedagogy and learning in a wide range of schools across the Central South Coast.

We are a Trust who work closely in partnership with our schools so we can support them to gain the best outcomes for our children. We are looking for an individual who wants to be part of shaping children's futures by developing and nurturing our staff. Applicants should have core strengths in leading learning of maths and English and we are particularly interested in those with expertise and experience in SEND and/or Early Years Foundation Stage (EYFS).

As you invest in others, we will invest in you. We are a team who keep learning.

The role will require travel across Portsmouth, Southampton, Poole and Dorset with our Head office based in Southampton.

### **THE HAMWIC EDUCATION TRUST:**

The Hamwic Education Trust is the Trust for schools that form part of Jefferys Education Partnership, Edwin Jones Partnership, Ridings Partnership, Greenway Partnership, Mayflower Partnership and Hillary Partnership. The Trust and its schools offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

### **APPLICATION PROCEDURE**

Should you wish to apply for this vacancy please complete the application form which can be found at [www.hamwic.org/opportunities](http://www.hamwic.org/opportunities). Completed applications should be returned to [recruitment@hamwic.org](mailto:recruitment@hamwic.org). **CV's will not be accepted.**

**SAFEGUARDING:**

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

**Advert Closing Date:** Friday 14<sup>th</sup> June 2019

**Interviews:** w/c Monday 1<sup>st</sup> July 2019

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## Job Description

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<b>Job Title:</b>	Teaching and Learning Advisor
<b>Grade:</b>	L3 £41,989 – L7 £46,430 + Essential User Allowance
<b>Accountable to:</b>	Deputy CEO - Education
<b>Place of work:</b>	Head Office, Southampton with travel across the South Coast
<b>FTE:</b>	Full time

## Terms and Conditions

- The terms and conditions detailed in the Hamwic Education Trust (HET) Pay Policy and unless varied by the Policy, the current 'School Teachers Pay and Conditions' document will apply. Any variation from these terms and conditions will be with the agreement of governors and the post holder.

## Job Purpose including Main Duties and Responsibilities

### The post has four main purposes:

1. To deliver a high quality service to Hamwic Education Trust Schools contributing to the achievement and improved performance of children in school
2. To provide effective challenge, support and guidance to our schools, demonstrating best practice and providing valuable advice
3. To work with leaders, teachers and support staff to improve provision, teaching and learning in our schools – specifically in English (reading, writing & GPAS) and Mathematics
4. To model professional practice, attitudes and application

### **Job Purpose 1:**

#### ***To deliver a high quality service to Hamwic Education Trust schools contributing to the achievement and improved performance of children in school***

- To play a significant role in the provision of high quality support which meets the needs of schools and the Trust.
- To help to ensure effective support for schools to improve the quality of teaching, learning and assessment.
- To provide training and coaching in our schools to develop quality first teaching; including supporting teachers and other professionals to plan, teach and evaluate lessons.
- To support audits of provision focusing on standards, planning, quality of teaching and use of assessment to inform teaching.

- To be responsible for specific projects as agreed with the DCEO/Standards Officers.

***Job Purpose 2:***

***To provide effective challenge, support and guidance to our schools, demonstrating best practice and providing valuable advice***

- Form effective working relationships with schools, colleagues and other key partners
- Challenge with rigour and professional courtesy ensuring positive outcomes for schools
- Work with leaders and teachers to create professional development opportunities to ensure effective provision for our pupils

***Job Purpose 3:***

***To work with leaders, teachers and support staff to improve provision, teaching and learning in our schools – specifically in English (reading, writing & GPAS) and Mathematics. Provide demonstration lessons, and help teachers to plan and teach effectively***

- Provide demonstration lessons, and help teachers to plan and teach effectively
- Coach teachers and teaching assistants to improve their practice efficiently and effectively
- Advise middle leaders and teaching staff on the management and monitoring of core subjects in their schools
- Help teachers to plan interventions that will narrow the gap for individuals and groups who are vulnerable to underachievement
- Demonstrate high quality lessons that engage staff in improving their professional performance and impact
- Develop strategies with teachers and leaders to ensure initiatives are sustainable

***Job Purpose 4:***

***To model professional practice, attitudes and application***

- Demonstrate effective, current professional practice, attitudes and application so that teachers can engage with high expectations for themselves and for their pupils
- Support members of the Education Team in networking best practice across our schools
- Provide accurate professional intelligence which will contribute to the trust's monitoring and evaluation processes
- Take an active part in evaluating the effectiveness of the Teaching & Learning Advisor's own work.
- Help to ensure the Trust secures the best outcomes for pupils

***Other Duties***

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects
- Attend and contribute to staff meetings and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and be aware of confidential issues and maintain as appropriate
- To be aware of health and safety issues and act in accordance with the Trust's Health and Safety Policy
- To liaise with Trust staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....

## Person Specification

Category	Essential	Desirable	Source
<b>Qualifications</b>	<p>Qualified teacher status</p> <p>Evidence of significant and effective teaching experience and professional development</p>	<p>Higher level qualifications in Education</p> <p>Experience of national training programmes</p>	Application form
<b>Experience</b>	<p>High quality teaching experience impacting positively on all ability groups</p> <p>Experience of working across the primary age range</p> <p>Leadership of a core subject in a school with evidence of very effective impact</p> <p>Experience of working effectively in more than one school</p> <p>Experience of improving other teachers' practice</p> <p>Experience in teaching English and mathematics successfully</p>	<p>Experience of initiating and driving improvement in schools other than the current place of employment</p> <p>Experience and expertise in SEND and / or Early Years Foundation Stage</p> <p>Experience of secondary teaching</p> <p>Experience of improving other teachers' practice to good or better</p> <p>Leadership of local networks/groups</p>	<p>Application form</p> <p>Interview</p>
<b>Skills &amp; abilities</b>	<p>High quality teaching, learning and assessment practice and can model with confidence to other teachers</p> <p>Effective and efficient moderation skills</p> <p>High level communication and presentation skills</p> <p>The ability to deliver high quality training, coaching and support to a range of colleagues</p> <p>Ability to be adaptable and take the initiative</p> <p>The ability to assess the professional development needs of colleagues in</p>	<p>Local authority moderation role</p> <p>Ability to organise and run networks and conferences</p> <p>Able to work effectively with senior leaders to develop bespoke programmes of work for teacher development</p>	<p>Application form</p> <p>Interview</p>

	<p>school and provide appropriate next steps development guidance</p> <p>Confidence in participating and leading in conferences</p>		
<b>Personal qualities</b>	<p>A positive attitude</p> <p>High levels of professional and personal integrity</p> <p>Enthusiasm for the role and the energy to carry it out</p> <p>Ability to self-motivate and inspire others</p>		<p>Application form</p> <p>Interview</p>



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