



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

# Candidate Briefing Pack

## Standards Officer

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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

*Harnessing potential, enabling opportunities, growing the future*

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## Hamwic Education Trust Chief Executive Introduction

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We are looking for an inspirational school leader, who is able to join our team of Standards Officers. You will be part of a dedicated and motivated Education Team, whose focus is improving our schools so that all pupils fulfil their potential.

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.

Of our 31 academy schools, based along the central south coast from Portsmouth to Southampton and into Poole, 29 are primary. You will therefore need extensive school improvement experience in primary education and, ideally, some secondary experience.

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 seek to provide professional expertise and support 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>	Standards Officer
<b>Location:</b>	Head Office, Southampton with travel across the South Coast
<b>Start Date:</b>	September 2021
<b>Salary Range:</b>	£80,000 - £88,000

An opportunity has arisen for a Standards Officer to join the Education Team. The successful candidate will work with headteachers, senior school leaders and governors to provide precise support and challenge to build leadership capacity and improve 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.

Hamwic Education Trust is a growing multi-academy trust, currently comprising of 31 schools (29 primary, 1 secondary and 1 hospital school). We 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 supporting our staff.

Reporting to the Deputy CEO (Education), the successful applicant is likely to be an exceptional leader who:

- Is an experienced and proven headteacher
- Is a role model and champion for teaching and learning
- Is ambitious and passionate about raising standards and improving educational life chances
- Is highly motivated and committed to the growth and development of all our schools
- Can evidence effective and sustained school improvement
- Has the vision, tenacity and drive to inspire and guide our Headteachers and senior leaders
- Has an understanding of a wide range of effective inspection, evaluation and school improvement strategies, with a strong knowledge of the Ofsted framework.

The role will require travel across Portsmouth, Southampton, Poole and Dorset with our Head office based in Southampton. If you would like to discuss this role, please contact Louise Adams, DCEO (Education), on [louise.adams@hamwic.org](mailto:louise.adams@hamwic.org)

### APPLICATION PROCEDURE

If you wish to apply for this position, please complete an application form which can be found at [www.hamwic.org](http://www.hamwic.org) and return to [recruitment@hamwic.org](mailto:recruitment@hamwic.org) **CV's will only be accepted along with a completed application form.** For further details please contact [joanne.jones@hamwic.org](mailto:joanne.jones@hamwic.org) or call 02380 786833.

**Closing date:** Monday 8<sup>th</sup> March 2021 at 12.00pm  
**Shortlisting:** Friday 12<sup>th</sup> March 2021  
**Interviews:** Thursday 18<sup>th</sup> and Friday 19<sup>th</sup> March 2021

### 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.

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.

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## Job Description

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<b>Job Title:</b>	Standards Officer
<b>Grade:</b>	£80,000 - £88,000
<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 raise standards and improve the quality of education for pupils in the Hamwic Education Trust
2. To improve the quality of leadership across the Trust, holding leaders to account for providing a high standard of education and care
3. To provide leadership support and guidance for school leaders
4. To contribute to the strategic leadership of the Trust

#### 1. To raise standards and improve the quality of education for pupils in the Hamwic Education Trust

- To systematically use national data of schools and the trust as a whole, to identify priorities for improvement
- To secure improved pupil outcomes through effective support, monitoring and challenge
- To plan and review the work of the education team, to ensure high quality impact
- To facilitate the appropriate support packages to achieve the rapid and sustained improvement
- To develop, implement and evaluate teaching and learning related policies and practice, leading to agreed trust models of working
- To work strategically to improve the quality of education in individual schools, partnerships and across the trust
- To lead partnership forums to meet the Trust's mission of self-improving communities
- To lead and manage projects as agreed with the Deputy Chief Executive Officer – Education

#### 2. To improve the quality of leadership across the Trust, holding leaders to account for providing a high standard of education and care

- To set school leaders robust and precise targets, including through performance management
- To hold school leaders to account for delivering a high standard of education and care
- To coach and mentor school leaders to improve their schools, brokering effective support as required
- To work with school leaders to identify and develop their areas for improvement
- To ensure school leaders accurately evaluate the needs of schools and prioritise appropriately to bring about rapid school improvement
- To identify actions that school leaders and managed services need to take to ensure the school delivers a high standard of education and care
- To develop effective working relationships with schools, colleagues and other key partners
- To challenge school leaders with rigour and professional courtesy, to ensure the school continues to improve

### **3. To provide leadership support and guidance for school leaders**

- To plan and deliver induction and training for new school leaders, so that they are supported to be effective in their roles
- To evaluate and provide advice and guidance to schools about their strategic documents such as development plans and post OFSTED action plans
- To consider the well-being of leaders in our schools, providing support and challenge to ensure they take care of themselves and their staff teams
- To identify and disseminate effective practice, including contributions to professional development and other training programmes
- To contribute to the recruitment and selection of senior school leaders, staff, and any other relevant personnel procedures
- To take responsibility for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes
- To provide termly policy updates to school leaders and governors

### **4. To contribute to the strategic leadership of the Trust**

- Through strategic leadership, to develop priority areas of education, across the Trust
- To lead/line manage relevant members of the education team
- To contribute to the development and implementation of the Trust's strategic vision and plan
- To contribute to the strategic planning of the education and standards team provision so that it meets the needs of schools and the Trust
- To help co-ordinate the deployment of resources to achieve the priorities of the Trust
- With the executive and central teams, support the school leader recruitment processes
- In liaison with the Deputy Chief Executive Officer - Education, in the absence of a school leader, to ensure that essential leadership responsibilities and tasks are fulfilled
- To develop recovery plans for schools that cause performance and standards concerns and monitor their progress, highlight risk and take corrective action as appropriate to ensure plans are achieved
- To identify and commission appropriate high quality training to improve the quality of teaching and learning and leadership
- To report to the trust board on action and impact of 1 and 2 above
- To contribute to the due diligence process for new schools
- To meet as a member of the extended executive team in order to improve the quality of educational provision and outcomes for all young people
- To liaise effectively with the Trust's HR, Finance and Operations teams to ensure effective and efficient support for academies

### **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 to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other 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.

## Person Specification

Category	Essential	Desirable	Source
<b>Qualifications</b>	<p>A relevant degree and/or equivalent professional qualification</p> <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>Substantial experience at senior leadership level</p> <p>A wide range of experience in Ofsted inspection processes.</p> <p>Experience of driving rapid and sustained school improvement.</p>	<p>Successful school leadership experience, or local authority experience.</p> <p>Inspect for Ofsted</p> <p>Experience of driving rapid and sustained school improvement in more than one school.</p>	Application form
<b>Skills and abilities</b>	<p>Make sound hypotheses using analysis and interpretation of relevant evidence.</p> <p>Make objective judgements that are based securely on evidence, articulating reasons convincingly.</p> <p>Analyse information, including performance data, accurately</p> <p>Accurately identify barriers and actions required to bring about rapid improvement.</p> <p>Set actions and targets, holding leaders to account for improving their schools.</p> <p>Produce accurate and evaluative written records that are fit for purpose within the required time scale.</p> <p>Demonstrate competence in the use of IT.</p> <p>Respond professionally and calmly to challenge.</p>		<p>Application form</p> <p>Interview</p>

	<p>Formulate and communicate critical judgements sensitively.</p> <p>Establish respectful, open and professional relationships across the central team and the trust.</p> <p>Manage the significant workload proactively by being efficient, organised and well prepared.</p> <p>Share information efficiently and effectively to support team working and school improvement.</p> <p>Lead others and manage their work effectively to achieve high quality outcomes.</p> <p>Update professional knowledge continuously and as necessary.</p> <p>Comply with procedures on safeguarding and protecting children, young people and learners</p> <p>Behave professionally, adapting flexibly to any roles assigned</p> <p>Plan and deliver high quality training, utilise existing materials and developing new materials as required.</p> <p>Contribute to the leadership of the Trust through considered opinion and reflection.</p>		<p>Application form</p> <p>Interview</p>
<p><b>Personal qualities</b></p>	<p>A positive attitude, working well under pressure</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>A strong role model for professional practice</p>		<p>Application form</p> <p>Interview</p>

**VISION AND VALUES**

**Harnessing potential, enabling opportunities, growing the future**

**Vision:**

Hamwic Education Trust is a Trust which celebrates the uniqueness of our pupils, our staff and our schools and where everyone achieves their full potential through the pathways of opportunities available.

**We will do this by:**

Supporting and challenging our leaders, staff and pupils to achieve their best, ensuring the Trust has the skills and expertise to do this  
Providing a safe and enabling learning environment for all  
Ensuring that every pupil has the same opportunities to be successful  
Providing opportunities for the complete learning journey for our pupils and staff  
Ensuring schools have the resources they need for learning  
Recognising and respecting the individuality of each school and setting  
Facilitating communities of schools working together for the benefit of all, both in partnerships and across the wider Trust.

**Our ethos:**

Inclusive – opportunities for all  
Supportive – health and well-being  
Collaborative – recognising that the sum is bigger than the individual parts  
Respectful – of each other, our people and pupils  
Outward-Facing – learning from each other and outside of the Trust  
Empowering – staff and pupils to take a collective responsibility for learning  
Open and honest – transparent in our decision making

**Aspirations:**

All pupils to make expected progress or better  
All schools to be judged good or better by Ofsted  
To be an Employer of Choice – recruit, develop and retain the best  
All schools and Trust to be financially sustainable  
All schools to have a safe learning environment to support learning and development