

LONDON BOROUGH OF MERTON
School Standards and Quality

Job Description

Job Title:	School Improvement Adviser – Professional Development
Department:	Children, Schools and Families
Division:	Education
Team:	School Standards and Quality
Grade:	Soulbury 23-26
Responsible to:	Principal School Improvement Adviser
Responsible for:	Professional Development Centre Manager Study Support Centre Manager

Job Purpose

The role of the School Improvement Adviser is to:

- a) lead the strategic development of a key area related to standards and quality in Merton schools;
- b) support the Children, Schools and Families Department in reaching its targets and objectives;
- c) undertake the strategic analysis of school standards;
- d) lead a team of officers to support schools causing concern;
- e) lead and co-ordinate professional meetings of officers and school staff according to the Department's intervention, support and monitoring strategy;
- f) undertake the role of School Improvement Partner and develop strategies to implement the New Relationship with Schools;
- g) line manage and appraise a group of officers;
- h) contribute to the strategic direction of the School Standards and Quality team;
- i) respond flexibly to the changing needs and demands of the team and local and central government strategy.

Specific Responsibilities

- 1) take overall responsibility for developing the Strategy for Continuing Professional Development in Merton.
- 2) lead and co-ordinate the development of the central programme of professional training for all school staff, liaising closely with Workforce Reform Officers and officers in Kingston.
- 3) line manage the Chaucer Centre manager and take overall responsibility for the development of the Professional Development Centre, the production of an annual business plan and the marketing of its services.
- 4) contribute to the strategic analysis of school standards in Merton.
- 5) take overall responsibility for managing the budgets for developing CPD, including NQTs etc.
- 6) undertake other tasks and responsibilities commensurate with the post as agreed with the Principal SIA, including the lead on some Corporate or Departmental wide projects.

General Responsibilities

- 1) contribute to the development of the Children's and Young People Plan, the Departmental Service Plan and supporting plans such as the EDP;
- 2) contribute to the Department's internal review process, the Annual Performance Assessment and the Joint Area Review.
- 3) take responsibility for specific projects and in particular the delivery of activities identified in the CYP Plan, the Departmental Service Plan and supporting plans such as the EDP;
- 4) contribute to the monitoring of the EDP's implementation and its impact on overall standards and quality in school;
- 5) to undertake the appraisal of staff as part of line management responsibilities;
- 6) draft committee papers, briefing notes and reports and advise elected members as required by the Principal SIA.
- 7) undertake the role of School Improvement Partner (or assigned adviser) with a group of schools as directed by the Principal SIA.

- 8) lead and co-ordinate professional meetings of officers and school staff in order to contribute to the identification, support and monitoring of schools causing concern;
- 9) lead a team of officers to support schools causing concern;
- 10) prepare/tender bids for grants and other funding on behalf of the department;
- 11) manage contracts with outside agencies/consultants as required;
- 12) contribute to the development of the Kingston and Merton federation;
- 13) provide general curriculum and management advice and support to schools as set out in the Service Level Agreement;
- 14) contribute to the central programme of professional development including the identification of needs, planning and delivery of high quality in service training;
- 15) contribute to the team's targets for income generation;
- 16) maintain and develop personal skills and expertise with reference to the National Standards for School Improvement Professionals (NSSIPs);
- 17) support the Department's policy on inclusive education;
- 18) understand and adhere to the Council's Equal Opportunities Policy, and ensure that good practice in equal opportunities is promoted and reflected in all aspects of the post holder's remit and that discrimination in all its forms is challenged;
- 19) ensure the corporate health and safety policies are implemented and raise any concerns regarding their operation.