

Job Title: Digital Supporting Improvement Adviser
Scale: To be confirmed

General purpose of the Post

The Digital Supporting Improvement Adviser will have the level of skills, knowledge and experience that will quickly and decisively offer solutions to problems, and will insist upon high standards in all aspects of his/her work.

The Digital Supporting Improvement Adviser will be expected to work within the values and strategic long term aims of the service and the National Standards for Advisers in order to:

- ensure that all schools understand and execute their duties;
- provide appropriate support for schools and local authorities in order to promote improvement by collating, analysing, reporting and documenting data;
- ensure that actions support whole school improvement and address reducing variation in performance both within and across schools and authorities;
- identify and agree on strategies and interventions to support whole school improvement;
- ensure effective action when monitoring and challenging schools' Digital work in order to ensure that resources are directed at ensuring better outcomes for pupils;
- provide information, advice and recommendations in a Digital context.
- ensure that every school/authority receives efficient guidance and support in both pre and post inspection Digital activities;
- ensure that appropriate measures are in place to enable school Governors to have an appropriately robust and challenging role;
- contribute directly, or by means of commissioned support, as appropriate, to resolve specific school issues related to digital issues.

Specific Duties and Responsibilities

The specific duties and responsibilities of *the Digital Supporting Improvement Adviser* will involve providing professional support and challenge in the following areas:

1. Leadership and Management

- Leading and setting a strategic direction across the region in a Digital context.
- Developing and implementing a Regional Business Plan for Digital.
- Co-ordinating the implementation and delivery of the action/business plan across the region.
- Acting as a point of contact in the region for sharing good practice.
- Supporting and providing guidance for schools and authorities in order to ensure that their vision, ethos and moral purpose are shared by all staff and interested parties.
- Supporting and challenging schools/authorities to improve the practice of effective self-evaluation and improvement planning.
- Co-ordinating the implementation and delivery of the action/business plan across the region.
- Analysing and using data to judge performance, and challenging the school/authority to set aspirational but realistic targets.
- Providing positive feedback on which improvements for the future may be based.
- Acting as Digital Lead Co-ordinator across the region.

- Acting as the region's main Digital contact with Welsh Government regarding the digital strategy, and providing information, advice and guidance for SIAs and schools across the region.
 - Co-ordinating and leading the Digital strategy in the region and providing information, advice and guidance.
 - Managing the education consortia's allocated Digital budgets from Welsh Government.
 - Working closely with Supporting Improvement Advisers to set challenges in a Digital context.
 - Developing project plans and business cases on behalf of the region for targeting Digital funding.
2. ***Classroom Teaching and Learning (Pedagogy)***, by
 - Working with Supporting Improvement Advisers and authorities to provide support and advice on teaching and learning approaches and skills in a Digital context.
 - Identifying effective teaching and learning practice in a Digital context that may be shared both within and across networks.
 3. ***Co-ordinate Curriculum Support***, by
 - Challenging and providing strategic support for Policy Development, Teaching and Learning and curriculum development strategies (including within specific subject areas).
 - Either directly, or by means of commissioned support as appropriate, contributing to resolving specific issues pertaining to subject/curriculum matters.
 4. ***Develop People and the Organisation***, by initiating and supporting action research on effective practice, providing advice and guidance on procedures and practice, evaluating the effectiveness of CPD and the impact of networks on professional practice.
 5. ***Support the Development of Pupil Attitudes***, by providing guidance on promoting an inclusive ethos, and providing as many opportunities as possible for children and young people to benefit from links with other agencies.
 6. ***Promote Internal Accountability***, by providing guidelines, support and evaluation by developing criteria that initiate intervention across the whole school, departments and in the classroom.
 7. ***Promote formal collaboration between schools in order to implement good and excellent practice through promoting the concept of a learning organisation.***
 8. ***Identify good and excellent practice to disseminate across schools.***
 9. ***Contribute to Ysgol GwE.***

Some Supporting Improvement Advisers will only have link schools, whilst others will be portfolio holders, leading on a specific aspect, such as:

- Curriculum
- Assessment
- Leadership Development
- Digital Competence
- Teaching and Learning
- Ysgol GwE
- Wellbeing/Pupil Development Grant/Looked After Children
- Additional Learning Needs/Inclusion
- Initial Teacher Education
- Evaluation and Research
- Fitness and Health

- The Welsh Bacallaureate
- Welsh
- English
- Mathematics
- Science
- Literacy
- Numeracy
- Successful Futures
- Leading Subject Methodology

The number of link schools assigned to portfolio holders will vary considerably, and will be subject to the requirements of the role. This is to be agreed with the Line Manager.

Minimum expectations for the post

The *Supporting Improvement Adviser* will profess the minimum expectations and adhere to the service aim in order to ensure the following:

- Good leadership and management in our schools;
- Good teaching across the region's schools;
- Remove variation within a school;
- Not one of GwE's schools to be in Estyn statutory categories;
- Pupils' learning and well-being are good, at least, in every school;
- Successful Futures is in place in every school.

Personal and service values

The *Supporting Improvement Adviser* will profess the following values:

- Trust
- Impartiality
- Fairness
- Respect for diversity
- Being supportive and cooperative
- Bilingualism
- Objectivity
- Insistent on high standards
- Honesty.

How will the *Portfolio Holder* role be led?

It will be necessary to:

- Identify priorities and improvement measures within the area;
- Lead a group of Supporting Improvement Advisers and/or school leaders to design a developmental programme to tackle specific aspects for improvement;
- Identify and assess strategies for improving standards of achievement, wellbeing, teaching, learning and leadership that contribute to GwE's vision, objectives and values;
- Communicate and engage effectively with a range of partners;
- Identify resources to meet needs;
- Manage an annual budget and monitor expenditure;

- Produce business and action plans which will support high level service objectives and business plans;
- Ensure that the use of any interventions and resources is effective and successful in addressing issues;
- Monitor and evaluate impact;
- Identify good and excellent practice for dissemination.

Any other specific aspects related to the portfolio to be completed by the post holder and agreed with the Line Manager.

Additional Factors

- The nature of the work may involve the post holder undertaking work outside of normal working hours.
- From time to time, the post holder may be required to attend training courses, conferences, seminars or other meetings as required, in line with his or her training needs and those of the Service.
- Expenses will be paid in accordance with local conditions of service.
- The Criminal Records Bureau will carry out an Enhanced check on the Post Holder to ascertain any previous criminal record.

N.B. This job description outlines the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may change from time to time, but there will be no change to the general nature of responsibilities or to the level of responsibility. Such changes are common, and do not justify re-grading the post.