

## Job Profile

**Performance Adviser  
2025**

**Grade: Reward Band 3**

**Date created: July**

### About the Job

To support Education Leads and the Head of Service to deliver the statutory duties for school improvement and Gloucestershire School Improvement (GLOSSI) traded services. At all times ensure that priority is given to the safeguarding of young people and vulnerable adults and that the council's and the service's safeguarding policies and procedures are followed.

**This is what we need you to do. The following accountabilities reflect the responsibilities confirmed through the Job Evaluation process.**

1. Conduct robust and accurate analyses of all available data and intelligence to ensure that schools in decline and at risk of failure are identified.
2. Secure rapid improvement in allocated schools of concern and ensure that failing schools are removed from Ofsted categories.
3. Manage relationships in schools causing concern where necessary.
4. Lead in-depth analyses of issues causing concern in specific identified schools; oversee the Raising Achievement Plan and commission appropriate support and intervention.
5. Assess the impact of intervention and commission corrective action where necessary and in consultation with the Education Lead.
6. Co-ordinate the work of other colleagues and partners involved in interventions, e.g. HR, Finance, etc.
14. Identify suitable interim leadership on behalf of governing boards and support the arrangements necessary for acting posts and executive headships.
15. Ensure effective communication and reporting for Headteachers, governors, parents, Education Leads and Heads of Service and Directors.
16. Disseminate best practice in effective intervention.
17. Lead and develop key networks as part of GLOSSI traded services e.g. headteachers, governors and subject leaders.
18. Develop effective relationships both internally and externally e.g. GAPH, GASH, GASSH, Ofsted, STA and DfE and primary partnerships.
19. Contribute to the corporate and directorate business planning process.
20. Fulfil the role of a budget holder as required.
21. Attend meetings with Ofsted Inspectors and HMI during inspections and monitoring visits and make judgements about the school's capacity to improve.
22. Oversee an aspect of the functions of the Education Outcomes and Intervention Team and ensure that the requirements are met,

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7. Secure timely and appropriate intervention in governance in liaison with the Education Lead to secure additional governors and appropriate training.
8. Ensure that all statutory procedures are followed within timescales for schools in Ofsted categories and acting as the lead contact for Ofsted inspectors.
9. Attend Ofsted and HMI feedback meetings and report to the Director of Education, Head of Service and Education Lead.
10. As the allocated School Improvement Adviser for schools purchasing a GLOSSI membership, provide effective challenge and support to enable schools to secure an ambitious vision, accurate self-evaluation and a clear direction for sustained, autonomous improvement; drawing upon expertise in the wider team as appropriate.
11. Contribute to the wider aspects of GLOSSI to ensure high quality services for all schools e.g providing specialist input for network meetings, GLOSSI updates and visits to schools.
12. When schools purchase this service through Governor Services or GLOSSI, act as the external specialist adviser to governing boards in the Headteacher appraisal process.
13. When schools purchase this service through Governor Services or GLOSSI, provide expert educational advice to governing boards when recruiting and selecting new headteachers and senior staff.

maintaining strong links with relevant team members and other stakeholders so that all relevant parties are well informed.

23. Work closely with relevant colleagues within the team and with other LA teams and providers to secure coherent intelligence about school provision and timely intervention for schools and vulnerable pupils.

### Special Conditions

24. This position is subject to a standard/enhanced Disclosure and Barring Service check (DBS) and you will be asked to apply for a Disclosure Certificate if you are offered the position.
25. You need to have access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK.

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

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## The ideal candidate will have...

### Experience

- Significant teaching and senior leadership experience in schools.
- A successful record of contributing to project plans and strategies that deliver improvement/quality.

### Knowledge, Skills and Understanding

- Effective management skills including change management, team building etc.
- Substantial knowledge and understanding of the 4 – 19 curriculum and curriculum innovation.
- Ability to analyse complex issues and create innovative solutions.
- Good written and oral communication skills.
- Ability to lead and develop partnerships.
- Good negotiating, analytical and ICT skills.
- Good project management skills.
- Ability to analyse a range of data and use it as a tool for identify areas for improvement.

### Behavioural attributes

- Ability to effectively challenge weak practice.
- Commitment to educational and social inclusion.
- Commitment to improving outcomes for all children and young people within both traditional and innovative approaches (e.g. multi-agency working).
- Commitment to personal and professional development.

### Education & Qualifications

#### Essential

- Teaching qualification
- Significant experience of teaching and educational leadership
- Evidence of recent and relevant professional development

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