



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Link Adviser	<b>Grade:</b> Casual
<b>Section:</b> School Participation and Performance	<b>Directorate:</b> Children’s Services
<b>Responsible to Following Manager:</b> Advisory Service Manager	<b>Responsible for Following Staff:</b> None
<b>Post Number/s:</b> LKI05	<b>Last Review Date:</b> October 2024

### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Please note that this role involves working with schools in Wandsworth only.**

### Job Purpose

The role of the Link Adviser is to provide challenge and support for Wandsworth schools through the Wandsworth Link Adviser programme. Through this programme Link Advisers work with school leaders, staff and governors to ensure accurate self-evaluation, robust monitoring of performance and the identification of appropriate school improvement priorities.



## Key accountabilities

- Use of a range of information and intelligence to monitor the performance of primary schools
- Support primary school leaders and governors to evaluate accurately school performance and provide challenge where necessary. The number of school visits is determined by the local authority according to the school's needs.
- Support primary schools in preparing for a successful inspection by Ofsted. To meet with the Lead Inspector/HMI as part of the school inspection process.
- With the Advisory Service Manager, identify and broker specific support to address school issues, from within the LA or from external providers, such as Diocesan partners, monitor the impact of this intervention
- Attend business meetings as required
- Provide primary school governors with support for Headteacher performance management, as commissioned by the school
- Work in collaboration with other LA officers and services to support school improvement
- Where a school is a cause for concern and a more intensive support process is required, attend LA /school Task Group meetings to provide an evaluation of school performance and assess support needs
- To manage online technology professionally and personally. To be confident to take a virtual and/or face to face approach with leaders, staff and pupils in schools.
- To be available locally to support schools physically, to attend Ofsted feedback, governors or school meetings in person and with a timely flexible response to school or LA requests for guidance and advice.



## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A & I/ T/ C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
1. Knowledge and understanding of school leadership and the interplay of national, local and institutional influences	X		I/T

2. Knowledge and understanding of recent major educational reforms and developments, including those specifically related to assessment, teaching and learning, the curriculum and Ofsted	X		I
3. Knowledge and understanding of the statutory duties of schools and LAs	X		I/T
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
4. Essential: Senior management in a range of education or management settings; preferably as a Headteacher or acting Head, or as a Senior Leader in a large school	X		A/I
5. Essential: Evidence of leading and driving improvements and raising pupil outcomes, for example managing education projects, in a whole school or early years setting	X		A/I
6. Knowledge and experience of working across all key stages and maintained, academy, special and EYRS		X	A/I
7. Essential – demonstrative success of school improvement in primary or secondary phases.	X		A/I
8. Experience of working in an inner-city multi-cultural authority.		X	A/I
9. Essential – Able to provide accessible and flexible physical support in schools as required.	X		A
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
10. Ability to establish credibility with headteachers, senior leaders, classroom staff, governing bodies, professional officers, external partners.	X		I

11. Strategic planning skills, including analysis and evaluation and the ability to manage projects and identify appropriate performance outcomes	X		I/T
12. Ability to work with colleagues in other departments and agencies and experience of multi-agency working	X		I
13. High level of oral, presentational and written communication skills, and competence in the use of IT	X		I
14. High level of organisational skills (including delegation); resilience to cope with intense work pressures and to keep to deadlines	X		I
15. Leadership and management as it applies to managing and supporting a team of professional staff, encouraging staff development, assessing staff performance and maintaining staff relations	X		I
16. Experience of promoting a robust safeguarding culture in schools	X		I
17. Experience of Equalities projects that have raised the achievement and engagement of staff, pupils and communities with protected characteristics	X		I
18. Raising achievement of black, mixed race and underperforming pupils in school, LA or academy context.	X		I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
19. Qualification or evidence of further or advanced study in education	X		C
20. Ofsted accreditation (or sufficient experience of Ofsted-related work to achieve accreditation if necessary)		X	C

**A – Application form**

**I – Interview**

**T – Test/ interview activities**

**C - Certificate**