

**Bi-borough Lead Adviser, School Improvement Service,  
Hammersmith & Fulham and Kensington and Chelsea**

**Job Outline**

**Main Purpose of Job**

This post is responsible to the Principal Lead Adviser for the strategic priority of monitoring, challenging, supporting and intervention and raising standards in the boroughs of Hammersmith & Fulham and Kensington and Chelsea through providing high quality advice and guidance to schools to meet their needs and the wider school community in both boroughs.

The post-holder is an active member of the tri-borough Education Service, contributing to the planning, implementation and continuous monitoring of the Directorate's key strategic priorities and objectives and shares in the delivery of the tri-borough School Improvement Service Level Agreement.

**This involves**

- contributing to a co-ordinated programme of school improvement for schools causing concern which both supports and challenges them to improve and become self managing;
- supporting schools in their use of rigorous self-evaluation and development planning
- reviewing schools' performance by monitoring a wide range of functions and reporting on the quality of teaching and learning, the quality of the curriculum, pupils' achievement, schools' leadership and management and the recruitment, retention and development of staff
- providing professional support and guidance to support schools' analysis of provision, including curriculum analysis, planning, teaching and learning
- promoting initiatives and developing and disseminating effective practice from new projects in relation to raising standards and improving the inclusion of all groups of learners
- contributing to tri-borough professional development programme, the professional development of all staff and the development of school to school support by identifying good practice and sharing this with the officer colleagues

The bi-borough lead adviser currently has management responsibilities for

1. Adviser for English as an Additional Language (EAL), H&F
2. Transitions coordinator (KS2-5), H&F
3. Business Support Officer, H&F

Budgetary responsibilities 2013/14: £