

## Role description

This document is also available in Welsh.

<b>Job title:</b>	<b>Her Majesty's Inspector of Education and Training (HMI) and Additional Inspector (AI)</b>
<b>Grade:</b>	Grade 6
<b>Team / Functional area:</b>	Inspection
<b>Location:</b>	Homebased, Headquarters based in Cardiff
<b>Duration of post (if temporary or fixed term)</b>	One year duration (AI)
<b>Pattern of work:</b>	Full time
<b>Reporting to:</b>	Assistant Director (Inspection)

### Purpose of role

As a Her Majesty's Inspector (HMI) or Additional Inspector (AI) you will contribute to the development and dissemination of effective practice and building capacity for improvement in the education and training system in Wales. You will work within a matrix management structure across a range of sectors, leading or as a team member on inspections, thematic work and engaging with key stakeholders.

### Key accountabilities

- Lead or contribute to inspection, reporting and advice work, including inspections of individual education providers and broader 'thematic' reviews that range across a sample of provision in Wales
- Involvement in national developments and producing professional advice designed to inform the development of policy in your areas of expertise
- Undertake work designed to capture and disseminate the best practice that we see through our inspection programmes
- Work within agreed systems and processes and to contribute to organisational growth, development and change in Estyn
- Undertake quality assurance of inspection reports and thematic surveys
- Prepare and deliver initial and update training for external inspectors and events for key stakeholders
- Be a role model for Estyn's values, acting at all times in the interest of children and learners
- Promote and safeguard the welfare of children, young people and vulnerable adults you come into contact with

## Additional requirements of the role

You will be home-based and will be required to undertake significant travel across Wales including frequent overnight stays. You must be willing to work flexibly and develop new skills to meet Estyn's business needs.

The role of HMI and AI requires an enhanced criminal record check via the Disclosure and Barring Service (DBS). The role will bring you into direct contact with children or vulnerable adults and give you access to material or sensitive information about children and vulnerable adults.

You will be expected to have an awareness of and the ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

## Person specification

Essential Requirements	Tested by
<b>Qualifications</b>	
Degree level qualification or equivalent professional qualification.	Application form
Must hold a recognised teaching qualification which has resulted in Qualified Teacher Status (QTS)	Application form
<b>Experience</b>	
A minimum of three years leadership or specialist experience at a senior level in the Secondary sector.	Application form Assessment Interview
A proven track record of achieving improved outcomes for learners	Application form Assessment Interview
<b>Technical</b>	
An awareness of the current changes taking place in education and inspection and the ability to keep up to date across a wide range of professional matters	Application form Assessment Interview
A deep and broad knowledge and understanding of current education issues gained in one or more of the sectors we inspect	Interview
An understanding of the key stakeholders in education and training, and their operational context	Assessment Interview

<b>Essential Requirements</b>	<b>Tested by</b>
Analyses and interprets data and evidence to support lines of enquiry and support judgements	Assessment
<b>Ability</b>	
Able to communicate clearly and effectively both verbally and in writing demonstrating clarity and influence	Application form Assessment Interview
Able to communicate effectively through the medium of Welsh	Application form Assessment Interview
Able to use IT equipment effectively in your daily work	Application form Assessment
<b>Behaviour - Leadership</b>	
Inspire and motivate others to be fully engaged in their work and dedicated to their role	Application form Assessment Interview
Stands by own and team's actions and decisions where needed and challenges effectively holding others to account	
Welcomes and responds to views and challenges from others, despite any conflicting pressures	
Promote diversity, inclusion and equality of opportunity, respecting difference	
<b>Behaviour – Communicating and Influencing</b>	
Engage in constructive professional dialogue with colleagues and key stakeholders, building effective partnerships and trust	Application form Assessment Interview
Explain complex issues in a way that is easy to understand and is appropriate to the audience	
Deliver difficult messages with clarity and sensitivity and considers the impact of the language used	
Remain open minded and impartial while respecting the diverse interests and opinions of others	
<b>Behaviour – Making effective decisions</b>	
Make sound judgements and reliable decisions in a variety of demanding and time-pressured situations	Application form Assessment Interview
Clarify own understanding before making decisions and encourage innovative suggestions and challenge from others to inform decision making	
Analyse and accurately interpret data from various sources to support decisions	

<b>Essential Requirements</b>	<b>Tested by</b>
<p>Present reasonable conclusions from a wide range of complex evidence</p> <p>Make decisions confidently even when details are unclear or if they prove to be unpopular</p>	
<b>Behaviour – Delivering at pace</b>	
<p>Manage competing priorities effectively and ensures the timely delivery of quality outcomes</p> <p>Complies with legal and regulatory requirements</p> <p>Demonstrate resilience and maintains own levels of performance in challenging circumstances and encourages others to do the same</p> <p>Ensure everyone clearly understands and owns their roles and responsibilities</p>	<p>Application form Assessment Interview</p>
<b>Desirable Requirements</b>	<b>Tested by</b>
<b>Technical</b>	
<p>Successfully completed training as an Inspector of Education and Training (Registered Inspector, Additional Inspector or Peer Inspector)</p>	<p>Application form</p>