

Job Description

Post Title:	Quality Development Adviser
Key Purpose:	To support supplementary schools within the London boroughs of Barnet, Hammersmith & Fulham and Westminster through provision of mentoring and guidance towards safeguarding and quality assurance, to forge effective and affective relations between statutory and voluntary agencies and supplementary schools in the Project, to deliver and facilitate training for all parties, to ensure all parties are kept well informed, and to take responsibility for ensuring the success of the project in partnership with colleagues in the Quality Development team.
Responsible to:	You will be line managed by the NRCSE's Executive Director. You will be responsible for delivering the project outcomes and outputs, in line with the Memorandum of Understanding agreed with the Grant Manager and SLAs for additional outputs within the project boroughs.
Responsible for:	Intern and volunteers
Salary:	£18,000-£19,200 (pro rata f/t salary £30-32k) for 3 days per week + benefits
Disclosure & barring requirement:	Yes - enhanced
Contract:	Part-time post – 3 days (21.6 hrs) per week. The post will have desk space allocated within NRCSE London office at Resource for London, N7. The work will require flexible hours, outside of usual office hours and regular weekend working. Travel within the boroughs will also be required.

Major Objectives

You will work to deliver the objectives set out in the Grant Agreement that underpins this project. You will, in collaboration with other members of the Quality Development Team, provide a basic support and coordination service to supplementary schools within the project boroughs including: mentoring towards quality assurance, signposting, brokering, advocacy and contributing toward existing initiatives supporting supplementary schools within each borough.

The principle goals are to support supplementary schools to complete organisation/school management file and achieve their local authority's S11 safeguarding requirements and move on to achieve the NRCSE Quality Mark for Supplementary Education. You will also be expected to forge strong working and learning relations between the supplementary schools involved in the project, the CVS, mainstream schools and Children's Services and Safeguarding teams in the relevant boroughs.

This will require you to:

- Work closely with the existing staff members in the local authorities and CVSs whose work includes supporting community development, school improvement,

ethnic minority achievement and targeted work to raise educational attainment among disadvantaged groups.

- Identify willing and committed partners within the supplementary schools sector;
- Research and fully understand the barriers to and opportunities presented by greater collaboration;
- Facilitate development and training sessions, to include the school curriculum, self-evaluation and capacity building;
- Work with supplementary schools to ensure they meet agreed basic safeguarding standards, including the proposed Safeguarding Code of Practice and DBS registration requirements, or are working to achieve them;
- Promote and facilitate the NRCSE Quality Mark and act as a mentor to supplementary schools preparing portfolios for recognition.
- In collaboration with NRCSE colleagues, support supplementary schools to identify educational experts in their area who are willing to act as Educational Experts for the Quality Mark recognition meetings.
- Work with supplementary schools to facilitate the involvement of parents on a range of education related issues, providing training and development, and encouraging greater involvement in both supplementary and mainstream education;
- Ensure all parties are kept well informed;
- Take responsibility for ensuring the success of the project;
- Undertake some research and evaluation work with participants;
- Produce reports into progress and case studies;
- Liaise with and research into other projects in London and elsewhere that can inform this project;
- Manage the project in line with agreed performance targets and budgetary limitations;
- Work in collaboration with NRCSE colleagues, and staff members of the London Boroughs of Barnet, Hammersmith & Fulham and Westminster including Children's Services, LSCBs, Safeguarding, Ethnic Minority Achievement Team and the Community Sector Unit as appropriate;
- The post-holder will, as required, contribute to NRCSE's materials/resources /publications/newsletters/website.
- To be aware of, and adhere to, the provisions of Health & Safety, as detailed in the Health & Safety procedures, in particular those relating to lone workers.
- To uphold and reflect NRCSE's values and policies in respect of equality and diversity in all you do and say.
- Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the role.

Person Specification

Essentials

Professional Expertise	Assessment
1. Understanding and appreciation of issues and developments around both learning within BME and disadvantaged communities and supplementary education in the UK.	A, I, E
2. Ability to work with diverse ethnic communities.	A, I
3. Experience of supporting capacity development and quality assurance within BME and disadvantaged communities.	A, I
4. Ability to work effectively and successfully at a high level with education managers and leaders.	A, I
5. Knowledge of the National Curriculum and current educational practice.	A,I
6. Experience of delivering training to adults	A, I, E
7. Demonstrate an awareness of barriers to learning	A,I
8. Understanding of the management and operation of voluntary organisations in an inner city environment	A,I
General Management, Funding, Fundraising & Development	
9. Ability to lead through influence and consensus.	A, I
10. Ability to manage & maintain a budget.	A, I, E
11. Experience of fundraising	A,I
12. Experience of project design, development & delivery including monitoring and evaluation.	A, I
13. Excellent organisational and administrative skills including ability to prioritise workload & to work under pressure.	A, I
14. Experience of supporting projects when collecting monitoring and evaluation information to demonstrate impact	A,I
Communications, Values	
15. Excellent communication skills including ability to engage with, listen to and persuade a wide range of individuals and organisations (on the telephone, in meetings, etc.) and well developed formal writing skills (for letters, reports, etc).	A, I, E
16. Good IT skills including MS Word & Excel and use of email and the Internet.	A, E
17. Ability to maintain & further develop a network of contacts within a broad range of organisations	A, I
18. Ability to generate good will and commitment among those with whom you work	A, I
19. Understanding of and commitment to diversity and equal opportunities.	A, I, E
20. Enthusiasm for and commitment to NRCSE's values.	A, I
Personal	
21. Evidence of continuous professional development.	A, I
22. Self-starting - must be pro-active and flexible.	A, I
23. Ability to travel around West London to visit schools, etc.	A, I
24. Be able to work flexible hours, outside of usual office hours and weekend working.	A,I
25. Successful completion of a Disclosure and Barring check.	Post interview process

Desirables

- 2 years' experience of working in the education sector
- 2 years' experience of working in the voluntary sector in particular with BAME groups.

Key to Assessment

A = Application Form

I = Interview

E = Exercise or Presentation