

# Job specification

## **HMI (Her Majesty's Inspector), Education**

### **Grade: HMI**

## **Section 1: Job description**

### **Context**

Ofsted believes that all children, young people and learners deserve the best. Across the whole range of education, learning and skills inspections, our new frameworks are raising expectations and raising the bar. We're determined to make a greater difference: to raise standards and improve lives.

Under the leadership of Her Majesty's Chief Inspector, Sir Michael Wilshaw, we are challenging those we inspect to improve faster. To do this we are radically changing the way we work, so that inspection can be an even more powerful lever for improvement.

HMI, Education roles will be filled by experienced professionals with the highest levels of skill needed to observe and report objectively on standards and effectiveness, with the capacity to analyse and make sound judgements on the basis of evidence gathered during inspection activity.

### **Overall purpose**

Reporting to a Senior HMI, all HMI, Education are accountable for leading high impact inspection of education in a variety of settings, developing a critical understanding of each provider within a specified caseload, informed by incisive, accurate data analysis.

HMI, Education also work with the Department for Education (DfE) and other government departments.

### **Key accountabilities**

The key accountabilities of the role are outlined below. However, this is an overview of the role and is not exhaustive, nor will all post holders routinely undertake all of the functions. Ofsted reserves the right to assign other duties commensurate with the HMI grade as required.

- Undertaking the lead and team inspector role on the inspection of a variety of education providers, including maintained schools and academies, initial teacher education, children's centres and nursery chains where appropriate.
  - Undertaking the lead and team inspector role on the inspection of non-affiliated independent schools including independent schools for pupils with special needs and the quality assurance of the work of the Independent Schools Inspectorate in the schools affiliated to the Independent Schools Council.
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- Undertaking the lead and team inspector role on surveys and other additional inspection activity including targeted inspections.
- Ensuring that all judgements are rooted in firm evidence and are defensible against challenge; being a role model for Ofsted's values, acting at all times in the interest of pupils, not those of schools and providers, or self.
- Providing information and expertise, contributing to routine analysis of inspection evidence and grade profiles and assisting Senior HMI to consider the issues presented.
- Monitoring schools causing concern, providing reports and updates to Senior HMI, Regional Directors and HMCI as required.
- Providing specialist expertise to colleagues in other inspection remits.
- Participating in monitoring standards in subjects and aspects of the curriculum from the Early Years Foundation Stage to 16-19 education.
- Leading or contributing to the development of projects.
- Contributing to national reviews or surveys.
- Undertaking quality assurance, report moderation responsibilities and complaint investigations.
- Undertaking briefings for HMCI and Ministers and contributing to the evaluation of government initiatives and strategies.
- Contributing inspection-based advice to HMCI and to government; writing and making contributions to reports, including HMCI's Annual Report and publications, and undertaking dissemination on a wide range of Education topics.
- For Early years, advising on decisions with respect to complex Compliance, Investigation and Enforcement (CIE) cases, tribunals and enforcement activity.
- Representing Ofsted locally, regionally and nationally as required.

At all times, the post holder will be expected to operate in accordance with Ofsted's policies, procedures and values and be positive about safeguarding children, valuing diversity, respecting differences and promoting equal opportunities.

### **Additional requirements of the role**

The role is home-based and will require significant travel including overnight stays, evening and occasional weekend working.

The HMI role attracts an annual pensionable allowance for improvement related activity that is in addition to the core role outlined above. It is expected that all individuals who are fully trained and performing to a good standard will be eligible

for this extra responsibility. The role descriptor outlining this additional activity and further accountabilities includes:

- Working flexibly to promote and drive up demonstrable improvements in education through inspection, by monitoring, and sharing best practice.
- Providing support to a case load of the weaker providers, advising governing bodies, management committees and local authority boards on the impact their work is having on improving the quality of provision and standards in schools and childcare providers.
- Providing critical challenge to the relevant authority, ensuring that progress towards improvement is rapid and that support for schools and providers in an area is targeted, cohesive and has sufficient impact.
- Reporting local concerns about individual schools and providers, escalating issues to Senior HMI and Regional Directors, signalling when improvement is not rapid enough ensuring that action is taken and suggesting recommendations where governance is weak.
- Identifying the most successful practice through detailed analysis of inspection data trends and examples.
- Monitoring the quality of additional inspectors' training, assessment and development of inspectors.
- Monitoring and quality assuring inspections and the quality of inspection reports.
- Brokering links between weaker providers and outstanding providers
- Preparing and delivering best practice workshops and seminars to a range of audiences on aspects of practice, leadership, management and governance for authorities and providers.

HMI will also have the opportunity to hold a temporary National Lead responsibility to be an expert in a specialist area; this is additional to the core job role of HMI and attracts an enhanced responsibility allowance alongside the total salary package. All individuals who are fully trained and performing to a good standard will be eligible to apply for this extra responsibility.

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## Section 2: Person specification

Competency	Essential/ desirable	Tested by
<b>Qualifications</b>  Degree level qualification or equivalent.  Must hold qualified teacher status or a recognised teaching qualification.	Essential  Essential	Application form
<b>Knowledge and experience</b>  A minimum of five years' leadership experience at a senior level (2 <sup>nd</sup> or 3 <sup>rd</sup> tier) in education provision, with a proven track record of achieving consistent improvement in this sector.  A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings.  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.  An understanding of the key stakeholders in education, and the operational and political context of each.	Essential  Essential  Essential  Essential	Application form/ assessment/ interview
<b>Competency - setting direction</b>  Ability to use data and other evidence to formulate hypotheses and questions.  Demonstrates a strong focus on learners at all times.  Ability to hold others to account for priorities and swiftly respond to changing requirements.  A role model for Ofsted values; able to hold discussions around challenging topics sensitively but with no room for ambiguity.  Ability to establish partnerships and to communicate and establish high expectations of self and others.	Essential  Essential  Essential  Essential  Essential	Application form/ assessment/ interview

<p><b>Competency - delivering results</b></p> <p>Ability to weigh up complex and conflicting evidence, reach robust judgements and record these.</p> <p>Ability to prepare effectively and meet deadlines.</p> <p>Ability to adopt a cost effective approach to the use of resources.</p> <p>Ability to assess the impact of evidence on likely outcomes for pupils and identify an appropriate plan taking into account the wider context.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ assessment/ interview</p>
<p><b>Competency - engaging people</b></p> <p>Ability to command confidence through being authoritative and influential.</p> <p>Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners.</p> <p>Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience.</p> <p>Ability to produce clear written records and reports expressing judgements cogently and precisely in writing.</p> <p>Ability to demonstrate resilience, whilst being responsive, open and honest about challenges.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ assessment/ interview</p>