

Associate Adviser for LLC: Welsh medium schools

Group	Education and Lifelong Learning
Division	Central South Consortium Joint Education Service
Section	School Improvement Team
Sub Section	Curriculum and Professional Learning
Post Title	Associate Adviser for LLC: Welsh medium schools
Vision Post Number	N/A
Grade	Soulbury 15-18 (+ 3 SPAs)
Responsible to	Lead for LLC
Post Reporting to this Post	Development officers LLC: Welsh medium schools
Team	School Improvement Service
DBS Required Level	Enhanced
Location	Valleys Innovation Centre
Date of Description	August 2022

Purpose of the role:

To support the Lead for Languages, Literacy and Communication to develop professional learning (PL) opportunities, leading aspects of operational plans and providing bespoke support for schools. To collaborate with practitioners, schools and other stakeholders to support the development of LLC: Welsh medium schools. To collaborate with Welsh Government, local authorities, regional consortia and other partner agencies with regard to LLC: Welsh medium schools. To work with the CSC school improvement and business support teams with activities related to LLC: Welsh medium schools.

Specific Responsibilities:

1. To support the vision, aims and aspirations of the Central South Consortium (CSC) and contribute to the strategic development of the service.
2. To work with the CSC School Improvement Team, schools and local authorities to ensure the CSC region becomes an outstanding place for equity and excellence for all learners.
3. To contribute to the development and implementation of the regional strategy for LLC: Welsh medium schools, ensuring that the provision of support and professional learning (PL) for reflects local, regional and national priorities, and the vision, aims and aspirations of CSC.
4. To lead the formulation, implementation, monitoring and evaluation of aspects of operational plans with the CSC Business Plan, identifying within the CSC Business Plan, analysing and responding to changing trends, patterns of demand and performance issues, as necessary.
5. To contribute to the strategic development and coordinate aspects of the implementation of the regional self-improving system in the area of LLC: Welsh medium schools as part of the Central South Wales Challenge.
6. To develop effective partnerships and coordinate the work of lead practitioners in the design, delivery and evaluation of professional learning and support.
7. To facilitate the identification and promotion of practice to share between schools regionally and nationally in relation to identified aspects of LLC: Welsh medium schools.
8. To lead aspects of the development, implementation, monitoring and evaluation of regional professional learning opportunities and resources for LLC: Welsh medium schools that align to CSC professional learning policies and processes and relevant national policies and guidance.
9. To support the work of Improvement Partners in providing or supporting the school-to-school brokerage of bespoke high-quality professional learning and/or support to schools, clusters and networks to meet their specific improvement needs.
10. To work in collaboration with colleagues across the CSC school improvement, project and business support teams to ensure consistency and coherence in providing high-quality professional learning and support to meet the school improvement needs of schools across the region.
11. To manage the performance of identified staff in line with the policy and procedures of the Central South Consortium and be accountable for personal performance through the agreed performance development policies and procedures.
12. To build and maintain strong relationships with school practitioners and leaders and support their response to local, regional and national priorities.
13. To build and maintain strong relationships with external partners in the context of the region and coordinate their support to respond to local, regional and national priorities.
14. To co-ordinate and lead aspects of the strategic development, implementation, monitoring and evaluation of bespoke local authority projects.
15. To maintain effective high-quality communication with all stakeholders aligning to the CSC Communication Strategy. To develop and maintain the CSC website, social media and online communities in relation to LLC: Welsh medium schools.
16. To monitor and evaluate the quality, delivery and impact of aspects of LLC: Welsh medium schools including seeking feedback from schools.

17. To participate in activities that provide intelligence to the Central South Consortium about strengths and weaknesses in LLC: Welsh medium schools.
18. To write high-quality reports in line with the policies and procedures of the Central South Consortium.
19. To maintain a secure overview of current practice in relation to curriculum and specifically LLC: Welsh medium schools, to inform the development professional learning and support for schools.
20. To participate in programmes of agreed professional development to contribute to the provision of a service of the highest quality.
21. To comply with CSC and RCT's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.
22. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting children and adults at risk is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge / Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Attributes	Essential	Desirable
Knowledge & Education	<ul style="list-style-type: none"> • Qualified teacher status • A commitment to and evidence of relevant professional development. • Very good knowledge and understanding of Welsh- in Welsh Medium schools in Curriculum for Wales. • Secure understanding of national priorities and the Welsh education context in regard to education reforms. • Welsh Language Level 5. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills 	<ul style="list-style-type: none"> • Relevant additional qualifications and training.
Experience	<ul style="list-style-type: none"> • Experience of leading LLC: Welsh in a school with a proven record of raising standards for all. • Experience of curriculum design and development, ensuring coherence and progression. • Experience of collaborative working within and beyond a school, e.g. cross department/phase, clusters, networks, external partners. • Experience in using quantitative and qualitative data to underpin self-evaluation and inform improvement planning. • Experience of working with school leaders and practitioners to coordinate and facilitate the sharing of good practice. • Experience of leading professional learning, i.e. providing advice, guidance and support to staff within school. • Aware of national, CSC, local authority and school priorities and what these imply for developing the workforce in schools at all levels through networking. 	<ul style="list-style-type: none"> • Previous engagement with CSC LLC: Welsh professional learning opportunities resulting in changed behaviours and results. • Experience of working collaboratively with stakeholders and partner agencies, e.g. local authorities, Welsh Government, Estyn, external agencies etc.

Competencies	
Leading and Motivating	<ul style="list-style-type: none"> • Creates a shared attitude that is positive and enthusiastic about work. • Openly values the skills and contributions of individual team members. • Trusts others to take responsibility for important tasks and gives them the necessary space, freedom and flexibility
Working as a Team Member	<ul style="list-style-type: none"> • Builds lasting, positive & constructive relationships based on trust. • Has a strong positive influence on joint decisions. • Is always helpful and supportive in helping colleagues to achieve their goals
Communicating Effectively	<ul style="list-style-type: none"> • Proactively shares ideas and knowledge with people to keep them up to date with developments. • Communicates confidently and with credibility, even when messages are difficult. • Genuinely listens to others' views, openly considering what they are saying.
Incorporating Change	<ul style="list-style-type: none"> • Understands the need for change and responds positively to improvements. • Has good ideas about how to move things forward in their own area. • Promotes a shared, open and positive team attitude towards change and flexibility.
Managing Time	<ul style="list-style-type: none"> • Has a logical and organised approach to planning. • Uses the departmental business plan to set priorities. • Works with others to plan the best ways forward.
Being Accountable	<ul style="list-style-type: none"> • Makes well-informed decisions and thinks ahead. • Makes decisions that benefit the team, department or CSC as a whole.
Achieving Results	<ul style="list-style-type: none"> • Is able to work effectively under pressure. • Reviews outcomes in order to make improvements and learn from mistakes. • Keeps tightly focused on timescales and meets all key deadlines.
Special Considerations and Professional Requirements	<ul style="list-style-type: none"> • Ability to travel throughout the regional areas to meet the requirements of the post.

