

# Lancashire County Council

## Job description for the post of: Teaching and Learning Consultant (Assessment, Foundation and Primary Phase)

<b>School Improvement Service</b>		<b>Location:</b>	Agile with touch down in various locations across the county		
<b>Establishment or team:</b>		School Improvement 0-11		<b>Post number:</b>	F-533-0006
<b>Grade:</b>	L5-9	<b>Line manager:</b>	Mike Thompson. Curriculum and Assessment Co-ordinator	<b>Car user:</b>	Essential
<b>Staff responsibility:</b> n/a		<b>Number of staff directly supervised:</b> 0		<b>Which business plan covers this post?</b> – School Improvement	

### Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

### Corporate Objectives

Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

### The purpose of this job is:

To assist schools in raising standards and school improvement through the provision of INSET, consultancy and educational materials in relation to Assessment

To contribute to the organisation and management of the authority's statutory moderation requirements, under the direction of the Assessment Team Coordinator

### Core tasks

1. Make a significant contribution to the planning, organisation and management of the authority's moderation arrangements for the end of Key Stage one statutory assessment arrangements, and for the statutory moderation of writing at the end of Key Stage 2.
2. Deliver a high quality programme of training, support and advice for schools in relation to statutory assessment in the foundation and primary phase, including marketed INSET and consultancy
3. Support effective moderation models for EYFS in light of the new statutory framework.
4. Deliver a high quality marketed INSET and consultancy programme of training, support and advice for the development of formative assessment practices.
5. Contribute to the development and implementation of LA strategies and guidance relating to

Assessment and provide guidance for the Service as required

6. Assist with the dissemination of information relating to Assessment within the Service and to schools, including liaison with school advisers, organisations and schools.
7. Demonstrate a solid understanding of School Data and provide training on this to Schools, the School Improvement Service and Governing Bodies
8. To take a lead in the development of high quality publications and resources to help enhance School Assessment practices
9. Keep up to date with developments in Assessment across all Primary Phases

**Prepared by:** Lee Pimlott

**Date:** 13<sup>th</sup> July 2021

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Lancashire County Council

<b>Person specification form</b>		
<b>Job title:</b> Teaching and Learning Consultant (Assessment, Foundation and Primary Phase)	<b>Grade:</b> L5-9	
<b>Directorate:</b> School Improvement	<b>Post number:</b> F-533-0006	
<b>Establishment or team:</b> School Improvement		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
• Degree or equivalent	E	AF
• Qualified Teacher	E	AF
<b>Experience</b>		
• Current or recent successful teaching experience in a primary school	E	AF/I/R
• Current or recent experience as Assessment Coordinator in a primary school	E	AF
• INSET development and delivery to teachers	E	AF/I/R
• Evidence of continuing professional development	E	AF/I
• Experience of managing projects	D	AF/I
<b>Knowledge, skills and abilities</b>		
• Excellent knowledge and understanding of Assessment, including Formative Assessment and the use of data in school to track and promote pupil progress	E	AF/I/R
• Good understanding of the use of current software tools for analysing data to promote pupil progress	E	AF/I/R
• Good understanding of statutory requirements related to Assessment in the foundation and primary phase	E	AF/I/R
• Understanding of the importance and role of professional development and in-service training in school improvement and raising standards	E	AF/I/R
• Knowledge of national developments in Assessment and the ability to apply them effectively to enable schools to improve	E	AF/I
• Strong interpersonal, written and oral skills	E	AF/I
• Excellent presentation skills	E	AF/I
• Able to prioritise and manage workload effectively	E	AF/I
• Self-motivating and resilient, good team member, able to develop effective partnerships	E	AF/I
• Able to work flexibly in relation to demands of post and hours of working, including work beyond the school term times	E	AF/I
• Strong support from referees	E	AF/I/R

<p><b>Other</b> (including special requirements)</p> <ol style="list-style-type: none"> <li>1. Commitment to equality and diversity</li> <li>2. Commitment to health and safety</li> <li>3. Commitment to attendance at work</li> </ol> <p>Full driving licence and car which must be available for full-time use</p>	<p>E E E</p> <p>E</p>	<p>I I I</p> <p>AF/I</p>
---	-------------------------------	----------------------------------

