

# Job specification

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

### **Grade: HMI**

### **Section 1: Job description**

#### **Context**

Ofsted is the Office for Standards in Education, Children's Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, we carry out hundreds of inspections and regulatory visits throughout England and publish the results online. We also report on standards across the country and are accountable directly to Parliament. Ofsted's inspections are independent and impartial.

HMI, Schools 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, Schools are responsible 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.

#### **Key responsibilities**

The key responsibilities of the role are outlined below. However, this is an overview of the role and is not exhaustive. Ofsted reserves the right to assign other duties commensurate with the 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.
  - Undertaking the role of Link HMI for a group of contracted inspectors. Acting as a professional mentor to these inspectors, monitoring the quality of their inspection practice and contributing to their continuous professional development as part of a high-quality inspection workforce.
  - Playing an active role in the development of regional and national networks for HMI and Ofsted Inspectors to ensure a regular and effective flow of information across and between the national inspection workforce for schools.
  - Reporting local concerns about individual schools, colleges and other 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.
  - 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, as agreed with the Regional Director.
  - 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, regional directors, the National Director, Education and Ministers and contributing to the evaluation of government initiatives and strategies.
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- Contributing inspection-based advice to HMCI and to government; writing and making contributions to reports, including HMCI's Annual Report and publications, regional reports 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.
- Ensuring the safeguarding of children and students is paramount and at all times leading by example. Demonstrating and embedding Ofsted's core values of putting children and students first, upholding our independence, and exhibiting accountability and transparency in all we do.

### Other responsibilities

- To work in accordance with Ofsted's policies and procedures.
- To ensure the safeguarding of children and students is paramount and at all times lead by example. Demonstrating and embedding Ofsted's core values of putting children and students first, upholding our independence, and exhibiting accountability and transparency in all we do.
- To contribute to organisational development initiatives as required.
- To adhere to responsibilities under health and safety legislation and policies.
- To demonstrate a positive commitment to [equalities and diversity](#).
- To contribute to building a "One Ofsted" culture.

### Additional requirements of the role

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

HMI are required to work flexibly to meet the needs of the business and the availability of providers; this may include some evening or weekend work to support improvement, for example to meet with providers, or contracted inspectors, in the evening or during the weekend.

HMI may also have the opportunity to apply for a subject lead responsibility, which allows them to share their time between inspection activity and acting as an expert lead in their specialist field.

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Ofsted have identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children or vulnerable adults and give you access to material or sensitive information about children or vulnerable adults.

## Section 2: Person specification

Knowledge and experience	Essential/ desirable
<p><b>Qualifications</b></p> <p>Degree level qualification or equivalent.</p> <p>Must hold a recognised teaching qualification which has resulted in Qualified Teacher Status (QTS).</p>	Essential
<p><b>Experience</b></p> <p>A minimum of five years' successful leadership experience in education provision, at middle or senior levels, with responsibility for people and resource management.</p> <p>A proven track record of achieving consistent improvement in the education sector.</p>	Essential
<p><b>Technical</b></p> <p>A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings.</p> <p>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.</p> <p>An understanding of the key stakeholders in education, and the operational and political context of each.</p>	Essential
<p><b>Ability</b></p> <p>Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.</p>	Essential
<p><b>Behaviour – Leadership</b></p> <p>Demonstrates a strong focus on improving outcomes for children and learners at all times.</p> <p>Inspires and motivates teams to be fully engaged in their work and dedicated to their role.</p>	Essential

<p><b>Behaviour – Leadership continued</b></p> <p>Commands the authority and credibility to challenge effectively and hold others to account.</p> <p>Welcomes and responds to views and challenges from others, despite any conflicting pressures to ignore or give in to them.</p> <p>Stands by, promotes or defends own and team’s actions and decisions where needed.</p> <p>Promotes diversity, inclusion and equality of opportunity, respecting difference.</p>	Essential
<p><b>Behaviour – Communicating and influencing</b></p> <p>Communicates with clarity and honesty, building effective partnerships and trust.</p> <p>Explains complex issues in a way that is easy to understand and is appropriate to the audience.</p> <p>Delivers difficult messages with conviction, clarity and sensitivity.</p> <p>Remains open-minded and impartial in discussions, whilst respecting the diverse interests and opinions of others.</p> <p>Monitors the effectiveness of own communications, taking action to improve where necessary.</p>	Essential
<p><b>Behaviour – Making effective decisions</b></p> <p>Clarifies own understanding, before making decisions.</p> <p>Encourages both innovative suggestions and challenge from others, to inform decision making.</p> <p>Analyses and accurately interprets data from various sources to support decisions and identify likely outcomes.</p> <p>Finds the best option by identifying positives, negatives, risks and implications.</p> <p>Presents reasonable conclusions from a wide range of complex and sometimes incomplete evidence.</p> <p>Makes decisions confidently, even when details are unclear or if they prove to be unpopular.</p>	Essential

<p><b>Behaviour – Delivering at pace</b></p> <p>Ensures everyone clearly understands and owns their roles, responsibilities and business priorities.</p> <p>Gives honest and motivating messages about priorities, objectives, and expectations to get the best out of people.</p> <p>Complies with legal and regulatory requirements.</p> <p>Sets out and maintains clear processes and standards.</p> <p>Manages competing priorities effectively and ensures the delivery of timely quality outcomes.</p> <p>Demonstrates resilience and independence, maintains own levels of performance in challenging circumstances and encourages others to do the same.</p>	<p>Essential</p>
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## Section 3: Terms and conditions

<b>Job title:</b>	HMI, Schools
<b>Grade:</b>	HMI
<b>Salary:</b>	£70,500 per annum, rising to £75,500 on successful completion of probation. Performance related pay and awards also available for outstanding achievement.
<b>Location:</b>	Home-based
<b>Basis:</b>	Permanent, fixed-term or secondment. Fixed-term posts or secondments will be for up to two years initially. Fixed-term posts have the possibility of leading to permanency (depending on business requirements).
<b>Hours:</b>	Full-time
<b>Travel requirements:</b>	Significant national travel and some overnight stays. HMI are reimbursed for expenses incurred in the line of business, in accordance with Ofsted's Business Expenses Policy.

### Allowances:

The post holder will receive an annual home-based working allowance.

In addition to this, inspectors may apply for a vehicle user allowance if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.

### Please note:

You must ensure that broadband of sufficient bandwidth is available in your existing home, or any home you subsequently move to, in order to enable you to carry out all your required duties from your home. You will be responsible for any installation and/or equipment costs above the standard provision.

## Section 4: Benefits

Ofsted is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this. Such benefits include the option to join the Civil Service Pension Scheme, professional and personal development opportunities, 32.5 annual leave days per annum (plus eight days public holiday) and counselling and advisory services for you and your family.



# Safer recruitment

## Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for Ofsted.

## All roles require the following

- Your identity must be confirmed by sight of original official documents such as a Birth Certificate and photo identification such as a Passport.
- Original documents relating to all professional qualifications required to fulfil the post must be supplied.
- Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the selection panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. The identity of all referees will be verified, and they will be asked to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide additional information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- We will ask you to provide details of any criminal history as appropriate. Guidance will always be provided in your application to help you understand what you must declare and when.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with Ofsted.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements. For all roles which require a Disclosure and Barring Service check, this will be clearly outlined in the job specification.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Ofsted employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people and vulnerable adults. For those who are successful in joining Ofsted, this is continually assessed through probation and day-to-day performance management.

You can find out more about Ofsted's approach to safeguarding by reading our [Safeguarding Policy](#).

