Job specification

His Majesty's Inspector (HMI), Social Care

- Salary £84,774, rising to £90,323 post probation
- Civil Service Pension Scheme
- Annual leave 32.5 days + 8 bank holidays

Section 1: Introduction

About Ofsted

Ofsted's role is to raise standards and improve the lives of children, young people, and learners through intelligent, responsible, and focused inspection and regulation.

We inspect and regulate services that provide care and inspect education and skills training. Every week, we conduct hundreds of inspections and regulatory visits and publish the results. We also report on standards across the country and are accountable directly to Parliament as a non-ministerial department.

Our inspections are independent and impartial, and we work on behalf of children and their families. Our values are professionalism, empathy, courtesy, and respect.

It is the responsibility of all Ofsted employees to ensure the safeguarding of children and students is paramount and always lead by example.

Diversity

Ofsted is committed to equality, diversity and inclusion. We are always looking to recruit candidates from varied backgrounds and differing experiences.

We are proud to be a Disability Confident – Leader. We continually engage with our staff networks for protected characteristics, and highlight the work of our Equalities, Diversity and Inclusion (EDI) Workforce Group. Our selection processes are fair, impartial and consistent for all candidates. We make our appointments on merit.

Section 2: Job description

About the role

HMI, Social Care are experienced social care professionals, with the skill needed to observe and report objectively on practice, standards, and outcomes for children. They make sound judgements based on evidence and communicate these effectively, so that settings understand their strengths and areas for development.

HMI, Social Care undertake inspections of local authority, Cafcass, and other children's social care services. Local authority children's services inspections focus on the contribution of local authorities and their partners to the protection and improvement of outcomes for vulnerable children and may be undertaken jointly with other inspectorates.

HMI, Social Care support and promote improvement in all the services that Ofsted inspects and regulates, developing a critical understanding of provision and working with senior leaders and stakeholders.

Key responsibilities

This is an overview of the role and is not exhaustive. Ofsted may assign other duties appropriate to the HMI grade as needed.

- Undertaking the lead and team inspector role on the inspection of a variety of children's social care providers, including local authority children's services functions and Cafcass.
- Undertaking the lead and team inspector role on thematic surveys and other additional inspection activity including targeted inspections.
- Providing support and critical challenge to authorities and providers, ensuring that progress towards improvement is rapid and that support is targeted, cohesive, consistent, and has sufficient impact.
- Reporting local concerns, escalating issues to Senior HMI and the Regional Director, signalling when improvement is not happening rapidly enough, ensuring that action is taken where appropriate by Ofsted and advising other bodies on action to be taken.
- Preparing and delivering 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.
- Ensuring that all judgements are rooted in firm evidence and are defensible against challenge. Being a role model for Ofsted's values and always acting in the interest of children, not those of 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.

- Providing specialist expertise to colleagues in other inspection remits.

- Participating in monitoring standards in the provision of children's social care services.

- Leading or contributing to the development of projects.

- Contributing to national reviews or surveys.

- Undertaking complaint investigations.

- Undertaking briefings for His Majesty's Chief Inspector (HMCI), regional directors, the National Director of Social Care, and Ministers. 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, regional reports and undertaking dissemination on a wide range of social care topics.

- Representing Ofsted locally, regionally and nationally as required.

- Maintaining a complete understanding of the journey and experience of children within a local authority and assisting regional directors to have a rounded understanding of the regional picture. HMI need to be actively involved in and support the full extent of social care inspection and regulation activity within a region. On occasion, HMI will be involved in complex activity as directed by Senior HMI. This may include inspection of independent fostering agencies (IFA) / residential special schools (RSS) and children's home inspection when the Senior HMI considers it to be appropriate

Section 3: Person specification

Profile	Essential/ desirable	Tested by
Qualifications Social work degree or an equivalent professional social work qualification – for example, a CQSW or DIPSW. Current registration with Social Work England.	Essential	Application
Experience A minimum of five years' experience at a senior level in the delivery of children's social care services. Experience of working in a political environment and/or a complex organisational governance arrangement.	Essential	Application
Experience of preparing and delivering written reports and presentations to senior forums and boards.	Essential	Application/ Assessment/ Interview
Technical A detailed knowledge and understanding of current social care issues and legislation gained in a suitably wide range of settings. An awareness of the current changes taking place in children's social care and inspection and the ability to keep up to date across a wide range of professional matters. Demonstrate clear understanding of how local authorities deliver social care.	Essential	Application/ Assessment/ Interview
An understanding of the key stakeholders in children's social care including the operational context of each.	Essential	Interview
Ability Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.	Essential	Application/ Assessment

Behaviour – Leadership Demonstrates a strong professional focus on always improving outcomes for children and learners. An excellent leader of people, able to role model our values of professionalism, empathy, courtesy and respect. Inspires and motivates teams to be fully engaged in their work and dedicated to their role. Commands the authority and credibility to challenge effectively and hold others to account. Welcomes and responds to views and challenges from others, despite any conflicting pressures. Stands by, promotes, or defends own and team's actions and decisions where needed. Promotes diversity, inclusion and equality of opportunity, respecting difference.	Essential	Assessment/ Interview
Behaviour - Communicating and influencing Communicates with clarity, courtesy, and honesty, building effective partnerships and trust. Explains complex issues in a way that is easy to understand and is appropriate to the audience. Delivers difficult messages with conviction, clarity, empathy, and sensitivity. Remains respectful and recognises value of diverse professional views and values, prioritising the needs of children and learners. Monitors the effectiveness of own communications, taking action to improve where necessary.	Essential	Assessment/ Interview

Behaviour - Making effective decisions Clarifies own understanding, before making decisions. Encourages both innovative suggestions and challenge from others, to inform decision making. Analyses and accurately interprets data from various sources to support decisions and identify likely outcomes. Finds the best option by identifying positives, negatives, risks, and implications. Presents reasonable conclusions from a wide range of complex and sometimes incomplete evidence. Makes decisions confidently, even when details are unclear or if they prove to be unpopular.	Essential	Assessment/ Interview
Behaviour - Delivering at pace Ensures everyone clearly understands and owns their roles, responsibilities, and business priorities. Gives honest and motivating messages about priorities, objectives, and expectations to get the best out of people. Complies with legal and regulatory requirements. Sets out and maintains clear processes and standards. Manages competing priorities effectively and ensures the delivery of timely quality outcomes. Demonstrates resilience and independence, maintains own levels of performance in challenging circumstances and encourages others to do the same.	Essential	Assessment/ Interview
Safeguarding Ensure the safeguarding of children and students is paramount and always lead by example.	Essential	Assessment/ Interview

Section 4: Terms and conditions

Job title:	HMI, Social Care
Grade:	HMI (Civil Service equivalent Grade 7)
Salary:	£84,774 per annum. Rising to £90,323 per annum on successful completion of probation (typically six months). Performance-related pay awards are also available for outstanding achievement.
Pension:	Alongside your salary, Ofsted contributes up to 30.3% towards you being a member of the Civil Service Pension Scheme.
Allowances:	Inspectors receive a home-based working allowance of £510 per annum (£312 of this is tax free). Inspectors may also apply for a vehicle user allowance of £370 per annum if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.
Location:	Home-based
Basis:	Permanent
Hours:	Full-time Inspectors must be able to work flexibly to meet the needs of the business and the availability of providers. This may include some evening or very occasional weekend work. For example, to meet with providers and children and young people in the evening or during the weekend.
DBS check:	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 and give you access to material or sensitive information about children.
Travel:	Significant travel to providers around the country, sometimes with overnight stays. We reimburse inspectors for expenses incurred in the line of business, in accordance with Ofsted's Business Expenses Policy.

Section 5: Safer recruitment

Our commitment

We put children and learners' wellbeing at the heart of everything that we do. We 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:

- We will confirm your identity by sight of original official documents such as a birth certificate and photo identification such as a passport.
- We will ask you to supply original documents relating to all professional qualifications required for the role.
- We will document your full employment and education history since leaving secondary education. The selection panel will scrutinise all gaps in employment and education history to ensure there are no causes for concern.
- We will request at least two references covering at least the last three years. We will verify the identity of all referees. We will ask them to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide 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. We will provide guidance 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, we will treat information you provide us with in confidence and in full accordance with legal requirements. We will state where roles require a Disclosure and Barring Service check in the job specification.

You do not have to consent to these checks. But if you withhold or revoke consent at any stage, we will be unable to proceed with your application. Ofsted expects all its employees to understand their duties and responsibilities in relation to safeguarding children and young people. 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.