Job specification

His Majesty's Inspector (HMI), Further Education and Skills

- 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

Reporting to a Senior HMI, HMI Further Education and Skills are responsible for leading high impact inspection of further education and skills provision in a variety of settings. HMI develop a critical understanding of each provider within a specified caseload, informed by incisive, accurate analysis of information.

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.

- Undertake the lead and team inspector role on inspection of a variety of further education and skills providers. This includes general further education colleges, sixth form colleges, higher education institutions, employer providers, independent learning providers, prisons, and work based and community learning providers on full and monitoring inspections.

- Exercise professional judgment to reach inspection conclusions that are rooted in firm evidence, aligned with the renewed inspection framework and FE & Skills operating guide and toolkit, and defensible against challenge.

- Provide information and expertise contributing to routine analysis of inspection evidence and grade profiles, assisting Senior HMI to consider the issues presented.

- Monitor providers who are graded as less than expected standards, providing reports and updates to Senior HMI, Regional Directors and His Majesty's Chief Inspector (HMCI) as required.

- Undertake the role of Link HMI for a group of Ofsted Inspectors. Act 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.

- Play 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 Further Education and Skills.

- Report local concerns about individual colleges and other providers. Escalate issues to Senior HMI and Regional Directors. Signal when improvement is not rapid enough ensuring that action is taken and suggesting recommendations where governance is weak.

- Provide specialist expertise to colleagues in other inspection remits.

- Contribute towards inspector training.
- Participate in monitoring standards in subjects and aspects of the relevant curricula.
- Lead or contribute to the development of projects.
- Contribute to national reviews or surveys.

Section 3: Person specification

Profile	Essential/ desirable	Tested by
Qualifications Degree level qualification or equivalent (QCF level 6) or an equivalent mix of experience, qualifications and expertise in an education or training setting (for example, a range of qualifications at level 5 or substantial knowledge/experience in a specific area) Relevant qualification or equivalent experience in education or training.	Essential	Application
Experience A minimum of five years' leadership experience at a senior level (1st, 2nd or 3rd tier) in further education and skills provision (which may include apprenticeship training in a higher education context). For example, principal, vice or assistant principal, director or head of quality/ curriculum. A proven track record of achieving consistent improvements in the further education and skills sector.	Essential	Application/ Interview
Technical A secure, deep and broad knowledge and understanding of current further education and skills issues gained in a suitable range of settings. An awareness of the current changes taking place in further education and skills inspection and ability to keep up to date across a wide range of professional matters.	Essential	Application/ Assessment/ Interview
An understanding of the key stakeholders in further education and skills, and the operational and political context of each.	Essential	Assessment/ 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 focus on improving outcomes for children and learners at all times. 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 to ignore or give in to them. 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 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 and sensitivity. Remains open-minded and impartial in discussions, whilst respecting the diverse interests and opinions of others. 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	Interview

Section 4: Terms and conditions

Job title:	His Majesty's Inspector (HMI), Further Education and Skills
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:	This role requires regular travel to provider sites, including some overnight stays. Inspectors are reimbursed 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.