**ECM Leadership Partner (School Improvement Partner, Education Adviser)**

**ECM**

ECM Education are looking to recruit Leadership Partners to work as associates in schools. We work in schools predominantly across the northwest, but also nationwide. ECM Education is a well-established training and consultancy company providing one to one support and training opportunities for schools. We have a large team of associates that work alongside us, meeting regularly, supporting each other, and benefiting from a collaborative team approach where accessing and contributing to ECM resources is a support which is highly valued.

**Job description**

We are looking for associates to work with a number of our schools, paid on a day rate basis with opportunities to work a few days in the year or a more significant number of dates. The schools we support require on average three visits but year and look for an ongoing relationship over two to three years.

Working in our schools involves challenging and supporting Head Teachers and Senior Leaders to raise standards.

We work alongside Headteacher's, Middle Leaders and Subject Leaders in evaluating school effectiveness, carrying out curriculum reviews, supporting leaders with Deep Dives as well as completing Head Teacher performance management. We support staff, build capacity and improve outcomes for children.

We are looking for well qualified experienced associates with a background in leadership in school which may well be headship and might also be supported by Ofsted training. ECM would like to invite interested candidates to supply a brief CV outlining their career and experience related to the job description. From there we will be in touch to communicate the next phase of recruitment which will include an online interview as well as training and shadowing opportunities prior to joining the ECM team. Successful candidates will be subject to an Enhanced DBS check.

**Person Specification:**

The following outlines the Minimum criteria for this post.

**Essential Criteria (E), Desirable Criteria (D)**

**MINIMUM QUALIFICATIONS**

* GCSE ‘C’ or above in English & Maths (or equivalent) (E)
* University Graduate (D)
* Qualified Teacher Status (D)
* NVQ in business/ management or equivalent (D)

**EXPERIENCE**

* Previous experience of working in schools at leadership level (E)
* Head teacher experience (D)
* Ofsted trained (D)
* Experience of school improvement both in schools you have worked in and also schools you have supported or collaborated with (E)
* Building professional relationships, collaboration with external partners that have high impact on promoting improvement and narrowing gaps (E)
* Creating sustained improvement in a successful culture (D)
* Report writing experience (D)

**SKILLS AND ABILITIES**

* Ability to operate successfully within a team environment. (E)
* Evidence of high-level oral, written and presentation skills to enable the postholder to communicate effectively with a range of staff, managers, and other stakeholders at all levels. (E)
* Ability to demonstrate excellent IT Skills (E)
* Ability to demonstrate a good understanding of and effective use of Microsoft Office (E)
* Ability to effectively work under pressure (E)
* Ability to work confidently with data and synthesize information from a range of sources. (E)

**KNOWLEDGE**

* Willingness to develop a knowledge and understanding of the statutory framework and national policies in which schools operate. (E)

**BEHAVIOURS (All the aspects below are Essential Criteria)**

**Establishing Focus:** **The ECM Associate Education Adviser can develop and communicate goals in support of ECM Education**

* Acts to align with the strategic direction of ECM Education- including promoting all ECM services and courses as outlined by the directors during Leadership Partner meetings as well as on training courses.
* Ensures that ECM Education develops goals and a plan to help fulfil the business plan

**Providing Motivational Support:** **The ECM Associate Education Adviser can enhance others' commitment to their work**

* Acknowledges and thanks people for their contributions
* Expresses pride in ECM Education and encourages people to feel good about their accomplishments
* Signals own commitment to a process by being personally present and involved at key events
* Identifies and promptly tackles problems

**Fostering Teamwork:** **As a team member, the ECM Associate Education Adviser has the ability and desire to work cooperatively with others on a team**

* Listens and responds constructively to other team members' ideas
* Offers support for others' ideas and proposals
* Is open and honest with other ECM team members
* Expresses disagreement constructively (e.g., by emphasizing points of agreement, suggesting alternatives that may be acceptable to the group)
* Recognizes team members for their contributions
* Gives honest and constructive feedback to other team members
* Aids others when they need it
* Works for solutions that all team members can support
* Shares his/her expertise with others
* Provides assistance, information, or other support to others, to build or maintain relationships with them
* Provides opportunities for people to learn to work together as a team
* Enlists the active participation of everyone
* Promotes cooperation with others
* Ensures that all team members are treated fairly
* Recognises and encourages the behaviours that contribute to teamwork

**Managing Change:** **The ECM Associate Education Adviser can demonstrate support for innovation and for organizational changes needed to improve ECM’s effectiveness**

* Personally, develops a new method or approach
* Proposes new approaches, methods, or technologies
* Develops better, faster, or less expensive ways to do things
* Works cooperatively with others to produce innovative solutions

**Developing Others:** **The ECM Associate Education Adviser can delegate responsibility and to work with others**

* Expresses confidence in others' ability to be successful

**Managing Performance:** **The ECM Associate Education Adviser can take responsibility for one's own performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly**

* Sets specific, measurable goals that are realistic but challenging, with dates for accomplishment
* Clarifies expectations about what will be done and how
* Enlists support in obtaining the information, resources, and training needed to accomplish his/her work effectively
* Promptly notifies his/her manager about any problems that affect his/her ability to accomplish planned goals
* Seeks performance feedback from his/her manager and from others with whom he/she interacts on the job
* Takes significant action to develop skills needed for effectiveness in current or future job

**Attention to Communication: The ECM Associate Education Adviser can ensure that information is passed on to others who should be kept informed**

* Shares ideas and information with others who might find them useful
* Keeps his/her manager informed about progress and problems; avoids surprises
* Ensures that regular, consistent communication takes place
* **Oral Communication: The ECM Associate Education Adviser can express him/herself clearly in conversations and interactions with oth**
* Uses appropriate grammar and choice of words
* Organizes ideas clearly
* Expresses ideas concisely and clearly

**Written Communication: The ECM Associate Education Adviser can express him/herself clearly**

* Expresses ideas clearly and concisely in writing
* Organizes written ideas clearly
* Tailors written communications to effectively reach an audience
* Spells correctly, using concrete, specific language
* Uses punctuation, correctly writes grammatically, and uses an appropriate writing style for the intended audience

**Interpersonal Awareness: The ECM Associate Education Adviser can notice, interpret, and anticipate others' concerns and feelings, and communicate this awareness empathetically to others**

**Influencing Others:** **The ECM Associate Education Adviser can gain others' support for ideas, proposals, projects, and solutions**

**Building Collaborative Relationships:** **The ECM Associate Education Adviser can develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support**

**Customer Satisfaction:** **The ECM Associate Education Adviser can demonstrate concern for ECM customers**

* Quickly and effectively solves customer problems
* Talks to customers to find out what they want and how satisfied they are with what they are getting
* Allows customers know he/she is willing to work with them to meet their needs
* Presents a cheerful, positive manner with customers

**Forward Thinking: The ECM Associate Education Adviser can anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies**

* Anticipates possible problems and develops contingency plans in advance
* Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems
* Anticipates the consequences of situations and plans accordingly
* Anticipates how individuals and groups will react to situations and information and plans accordingly

**Initiative:** **The ECM Associate Education Adviser can Identify what needs to be done and does this, before the situation requires it**

* Identifying what needs to be done and takes action before being asked or the situation requires it

**Achieving Goals:** **The ECM Associate Education Adviser can focus on the desired result of one's own or ECM Education’s work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.**

**Thoroughness:** **The ECM Associate Education Adviser ensures that their own and the work of others are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled**

* Sets up procedures to ensure high quality of work (e.g., review meetings)
* Monitors the quality of work
* Verifies information
* Checks the accuracy of own and others' work
* Carefully prepares for meetings and presentations
* Organizes information or materials for others

**Decisiveness:** **The ECM Associate Education Adviser has the ability to make difficult decisions in a timely manner**

**Self Confidence: The ECM Associate Education Adviser has faith in their own ideas and capability to be successful. They are willing to take an independent position in the face of opposition**

**Stress Management:** **The ECM Associate Education Adviser has the ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation**

* Remains calm under stress
* Can effectively handle several problems or tasks at once
* Controls his/her response when criticised, attacked or provoked
* Maintains a sense of humour under difficult circumstances
* Manages own behaviour to prevent or reduce feelings of stress

**Personal Credibility: The ECM Associate Education Adviser demonstrates concern that they and ECM Education be perceived as responsible, reliable, and trustworthy**

**Flexibility: The ECM Associate Education Adviser demonstrates openness to different and new ways of working and in doing so is willing to modify their own preferred way of doing things. In doing so they will apply the agreed ECM Education procedures and protocols.**