

# Job specification



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

### 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, Further Education and Skills 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, Further Education and Skills are accountable for leading high impact inspection of further education and skills provision in a variety of settings, developing a critical understanding of each provider within a specified caseload, informed by incisive, accurate analysis of information.

#### Key accountabilities

The key accountabilities 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 further education and skills providers, including general further education colleges, sixth form colleges, independent learning providers, prisons, work based and community learning providers on short and full inspections and monitoring visits.
  - Applying professional judgement in arriving at inspection judgements that are based on robust evidence and as outlined in the inspection framework and FE & Skills inspection handbook.
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- 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 interests of children, young people and learners, not those of providers, or self.
- Providing information and expertise contributing to routine analysis of inspection evidence and grade profiles, assisting Senior HMI to consider the issues presented.
- Monitoring providers 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.

## Other responsibilities

- 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 Further Education and Skills.
  - Reporting local concerns about individual 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.
  - Providing specialist expertise to colleagues in other inspection remits.
  - Contributing towards inspector training.
  - Participating in monitoring standards in subjects and aspects of the relevant curricula.
  - 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 the effectiveness 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 further education and skills topics.
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- 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.

At all times, the post holder will be expected to demonstrate a positive commitment to [equality and diversity](#) and operate in accordance with Ofsted's policies and procedures.

### 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 will also have the opportunity to hold a temporary National Lead responsibility to be an expert in a specialist area; this is additional to the core job role of HMI and attracts an enhanced responsibility allowance alongside the total salary package. All individuals who are fully trained and performing to a good standard will be eligible to apply for this extra responsibility.

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.

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## Section 2: Person specification

Profile	Essential/ desirable	Tested by
<p><b>Qualifications</b></p> <p>Degree level qualification or equivalent.</p> <p>Relevant qualification or equivalent experience in education or training.</p>	Essential	Application form
<p><b>Experience</b></p> <p>A minimum of five years' leadership experience at a senior level (2<sup>nd</sup> or 3<sup>rd</sup> tier) in further education and skills provision.</p>	Essential	Application form (employment history) Assessment / Interview
<p>A proven track record of achieving consistent improvements in the further education and skills sector.</p>	Essential	Application form (statement of suitability) / Assessment / Interview
<p><b>Technical</b></p> <p>A secure, deep and broad knowledge and understanding of current further education and skills issues gained in a suitable range of settings.</p> <p>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.</p>	Essential	Application form (statement of suitability) / Assessment / Interview
<p>An understanding of the key stakeholders in further education and skills, and the operational and political context of each.</p>	Essential	Assessment / Interview

<p><b>Ability</b></p> <p>Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.</p>	Essential	Application form / Assessment
<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> <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	Assessment / Interview
<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	Assessment / Interview

<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	Assessment / Interview
<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>	Essential	Assessment / Interview

## Section 3: Terms and conditions

<b>Job title:</b>	HMI, Further Education and Skills
<b>Grade:</b>	HMI
<b>Salary:</b>	£67,665 per annum, rising to £72,665 on successful completion of probation. Opportunity for further annual recompense for National Lead responsibility on successful completion of probation. Performance related pay and awards also available for outstanding achievement.
<b>Location:</b>	Home-based
<b>Basis:</b>	Permanent or fixed-term. Fixed-term posts will be for one to two years initially, with 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:

This is a non-reserved post under the Civil Service Nationality Rules and is therefore open to UK, British Commonwealth and European Economic Area (EEA) Nationals and certain non-EEA members subject to immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>.

## 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](#).

