

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 both short and full inspections.
 - Undertaking the education team role for Local Authority Single Inspection Framework inspections where required and following the provision of appropriate training and guidance.
-

-
- 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 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.
 - 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.
 - 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 Directors.
 - Providing specialist expertise to colleagues in other inspection remits.
 - 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.
- 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 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.

Section 2: Person specification

Knowledge, skills and experience	Essential/ desirable	Tested by
<p>Qualifications</p> <p>Degree level qualification or equivalent.</p> <p>Relevant qualification or equivalent experience in education or training.</p>	<p>Essential</p> <p>Essential</p>	<p>Application form</p>
<p>Knowledge and experience</p> <p>A minimum of five years' leadership experience at a senior level (2nd or 3rd tier) in Further Education and Skills provision, with a proven track record of achieving consistent improvements in this sector.</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> <p>An understanding of the key stakeholders in Further Education and Skills inspection, and the operational and political context of each.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ assessment/ interview</p>
<p>Competency - Leadership</p> <p>HMI are expected to lead inspections of high quality across a variety of settings. In doing so, they get the best out of others and challenge less than good performance. Their leadership of people and inspection is engaging and insightful.</p> <ul style="list-style-type: none"> ▪ Demonstrates a strong focus on learners at all times. ▪ A role model for Ofsted values; able to hold discussions around challenging topics sensitively but with no room for ambiguity. ▪ Ability to command confidence through being authoritative and influential. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Assessment/ interview</p>

<p>Competency - Drive and Resilience</p> <p>HMI are expected to show determination and tenacity. They are positive and forward-looking and challenge those that are reluctant to improve or change.</p> <p>Ability to hold others to account for priorities and swiftly respond to changing requirements.</p> <p>Ability to prepare effectively and meet deadlines.</p> <p>Ability to demonstrate resilience, whilst being responsive, open and honest about challenges.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Assessment/ interview</p>
<p>Competency - Collaboration, communication and influencing</p> <p>HMI are expected to build strong relationships and to communicate authoritatively and with clarity, including in writing. They influence others and understand the impact of their own behaviour on others.</p> <ul style="list-style-type: none"> ▪ Ability to establish partnerships and to communicate and establish high expectations of self and others ▪ Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners. ▪ Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience. ▪ Ability to produce clear written records and reports expressing judgements cogently and precisely in writing. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Assessment/ interview</p>

<p>Competency – Judgement and effective decision making</p> <p>HMI are expected to use evidence and knowledge to provide accurate, expert, insightful and professional advice or judgements, which are based on clear and incisive thinking.</p> <p>They identify priorities and gather and analyse evidence to evaluate options before arriving at well-reasoned, justifiable decisions. Decisions take account of deep analyses of evidence and data.</p> <ul style="list-style-type: none"> ▪ Ability to use data and other evidence to formulate hypotheses and questions. ▪ Ability to weigh up complex and conflicting evidence, reach robust judgements and record these. ▪ Ability to adopt a cost effective approach to the use of resources. ▪ Ability to assess the impact of evidence on likely outcomes for pupils and identify an appropriate plan taking into account the wider context. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Assessment/ interview</p>
--	---	----------------------------------

Section 3: Terms and conditions

Job title:	HMI, Further Education and Skills
Grade:	HMI
Salary:	£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.
Location:	Home-based
Basis:	Permanent
Hours:	Full-time
Travel requirements:	Significant national travel and some overnight stays

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](#).