

# Job specification

## **Her Majesty's Inspector (HMI), Social Care**

### **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.

The roles of HMI, Social Care will be filled by experienced social care professionals with the skills needed to observe and report objectively on practice, standards and outcomes for children, and the capacity to analyse and make sound judgements on the basis of evidence gathered during inspection activity.

##### **Overall purpose**

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 work to 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 accountabilities**

The key accountabilities of the role are outlined below. However, this is an overview of the role and is not exhaustive, nor will all post holders routinely undertake all of the functions. Ofsted reserves the right to assign other duties commensurate with the HMI grade as required.

- Undertaking lead and team inspector roles on the inspection of a variety of children's social care providers, including local authority children's services functions and Cafcass.
  - Undertaking lead and team inspector roles on thematic surveys and other additional inspection activity including targeted inspections.
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- 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 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 Director.
  - 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 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 HMCI, regional directors, the National Director, Social Care and Ministers and 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.
  - 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.
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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 of HMI is home-based and will require a significant amount of travel to providers around the country, sometimes with overnight stays.

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 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, it may give you access to material or sensitive information.

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## Section 2: Person specification

Profile	Essential/ desirable	Tested by
<p><b>Qualifications</b></p> <p>Social work degree or an equivalent professional social work qualification – for example a CQSW or DIPSW.</p> <p>Current registration with Health and Care Professions Council (HCPC).</p>	Essential	Application form
<p><b>Experience</b></p> <p>A minimum of five years' experience of leadership at a senior level (e.g. head of a service) in children's social care.</p> <p>Experience of working in a political environment and/or a complex organisational governance arrangement.</p>	Essential	Application form (employment history) Assessment / Interview
<p>Experience of preparing and delivering written reports and presentations to senior forums and boards.</p>	Essential	Application form (statement of suitability) / Assessment / Interview
<p><b>Technical</b></p> <p>A detailed knowledge and understanding of current social care issues and legislation gained in a suitably wide range of settings.</p> <p>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.</p>	Essential	Application form (statement of suitability) / Assessment / Interview
<p>An understanding of the key stakeholders in children's social care including the operational 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>	<p>Essential</p>	<p>Application form / Assessment</p>
<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>	<p>Essential</p>	<p>Assessment/ Interview</p>
<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>Essential</p>	<p>Assessment/ Interview</p>

<p><b>Behaviour - Communicating and Influencing continued</b></p> <p>Monitors the effectiveness of own communications, taking action to improve where necessary.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<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>	<p>Essential</p>	<p>Assessment/ Interview</p>
<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>Essential</p>	<p>Assessment/ Interview</p>

<p><b>Behaviour - Delivering at pace continued</b></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>	<p>Essential</p>	<p>Assessment/ Interview</p>
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## Section 3: Terms and conditions

<b>Job title:</b>	HMI, Social Care
<b>Grade:</b>	HMI
<b>Salary:</b>	£69,118 per annum, rising to £74,118 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
<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](#).

