



# Academy Advisory Committee

## Purpose and role of the Education Specialist Advisors

**Primary and Secondary Academies**

July 2018

## Purpose

To support the Trustee Board of CHAT within their remit for directing the affairs of CHAT, and delivering the educational outcomes for the benefit of the pupils, students and community in furtherance of the Objects of CHAT as set out in CHAT's articles of association (as may be amended from time to time).

## Roles and responsibilities

- Evaluate and provide recommendations to improve curriculum planning, individual lessons and teaching methods at one or more grade levels
- Ensure trustees are aware of effective Academy Advisory Committee performance
- Be readily available for Ofsted inspections
- Coordinate and communicate expectations and progress amongst Academy Advisory Committee members / parents / guardians / teachers

Education Specialists are expected to familiarise themselves with the Ofsted common [school inspection handbook](#) and framework, basing their findings on the following principles: -

### Effectiveness of leadership and management

- Sources of evidence
- Safeguarding (including Single Central Record)
- Governance
- Use of the pupil premium

### Quality of teaching, learning and assessment

- Sources of evidence
- Inspecting the impact of the teaching of: -
  - literacy including reading
  - mathematics
  - science
  - a broad curriculum (humanities, arts, PE, technology, ICT etc)

### Outcomes for pupils

- Sources of evidence
- Disadvantaged pupils
- 'Most able' pupils
- Lower-attaining pupils
- Pupils who have special educational needs and / or disabilities

- Incomplete key stages
- Off-site provision

### **Inspecting the effectiveness** (where applicable)

- of the nursery and reception early years provision: quality and standards
- of the 16 to 19 study programmes

## **Termly cycle**

For each term of the academic year, working alongside and utilising the support of the co-opted and parent governors of the academy as appropriate, the Education Specialist Advisors (led by the nominated Chair) will: -

- At the start of term, liaising with the governance support team as appropriate, agree the purpose and date(s) for that term's assessment and review (including the date of the evening feedback meeting)
- Liaise with and agree / assign tasks for the parent and co-opted governors to perform (be that school visits, reviews or assisting with that terms assessment and review)
- Assign community focussed tasks to governors of the Academy Advisory Committee, which will assist with termly assessments of each academy
- Receive any visit / report findings from the parent and co-opted governors and a copy of the head teacher's report
- Collate the findings of the termly review and present a written report to the Education Performance Committee

## **Skills and experience**

- Degree level qualification or equivalent.
- Leadership, setting targets, monitoring and evaluating performance and programmes.
- A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings.
- An understanding of the key stakeholders in education, and the operational and political context of each Computers and information technology.
- Excellent interpersonal and communication skills.
- The ability to relate to, motivate and empathise with a range of people from different backgrounds.
- A demonstrable respect for equality and diversity and the ability to promote equal opportunity practices.
- The ability to work independently, making decisions and using initiative to support problems.
- Ability to produce clear written records and reports expressing judgements cogently and precisely in writing

- A flexible approach and the ability to cope with change.
- Ability to hold others to account for priorities and swiftly respond to changing requirements.
- 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 assess the impact of evidence on likely outcomes for pupils and identify an appropriate plan taking into account the wider context.