

Her Majesty's Inspector (HMI) Information for Applicants



Introduction

“ *It’s a very interesting job; it’s extremely varied. You have the backing of a team of high-calibre people who are friendly and supportive.* ”

Ceri, HMI

Thank you for your interest in the role of Her Majesty’s Inspector (HMI) in Estyn. The role of HMI is high profile and challenging, but also extremely rewarding.

We are looking for a motivated individual with a strong track record in education, ideally in a leadership, managerial or specialist role within one or more education sectors. You will have the ability to apply specialist knowledge and expertise in education and quality improvement to join our inspection teams.

We are seeking to recruit an individual with significant teaching experience and a track record of successful leadership in one or more of the following areas:

Specialism	Welsh language requirements
Primary schools	Some posts are Welsh essential
Secondary schools	Some posts are Welsh essential
Special schools / pupil referral units	Desirable but not essential

Qualified teacher status (QTS) is an **essential** requirement for all posts.

Estyn conducts its business in both Welsh and English and many of the education providers we work with and inspect are bilingual. For **some** of these vacancies, as indicated above, it is essential that we appoint someone who can use their communication skills to good effect in both Welsh and English.

We are particularly interested in individuals with leadership experience as middle or senior managers, and those who have contributed to work at a local or national level within the education and training sector. Experience in inspection will be an advantage but is not essential. Experience of working for a local authority or regional consortia will be an advantage but is not essential. We welcome applications from individuals who have experience in either maintained or independent schools.

If appointed, you will work both in your own sector, or specialist area, and more generally across other aspects and phases of education and training.

This information pack contains further information on working for Estyn, the role, and details on how to apply. Please refer to the Guidance Document for details on how to complete your application.

If you feel you have the qualities we are seeking, then we very much look forward to receiving your application.

If you would like to discuss the HMI vacancies with a member of our leadership team, please contact the Human Resources Team on 029 2044 6336, or via email at recruitment@estyn.gov.wales.

About Estyn



If you have a passion for education and you like to be challenged, there is no more rewarding job.



Andrew, HMI

Who we are

Estyn is the Education and Training Inspectorate for Wales. Our mission is to achieve excellence for all learners in Wales. We do this by providing independent, high-quality inspection and advice services. We inspect and report on the quality and standards in education and training provided in Wales, including:

- how far education and training meet the needs of learners and contribute to their development and wellbeing
- standards achieved
- the quality of leadership and management

Estyn is independent from, but funded by, the Welsh Government.

We currently employ approximately 115 staff, comprising Her Majesty's Inspectors (HMI) and staff in Corporate Services.

What we do

We have a wide range of statutory inspection and reporting responsibilities, including inspection of all publicly-funded education and training across Wales.

We inspect in partnership with the education provider, with an overall focus on learners' needs. Self-evaluation, using Estyn guidance, is a key part of providers' quality assurance process, which identifies their strengths and areas for development. Using this information, the inspection teams report on the standards achieved by learners, the quality of the education or training provided and the quality of leadership and management.

We contribute to the development of education and training policy in Wales through our inspection work and remit reports, providing high-quality advice on themes agreed in the annual remit task from the Welsh Government. We also work with other major stakeholders through participation in policy working groups and in regular forums.

For more information about Estyn and our work visit www.estyn.gov.wales where you will find our latest Annual Plan and Annual Report and Accounts, (click on 'About Us').

Our strategic objectives

To improve the quality of outcomes for learners in Wales, through more effectively:



These are the core purposes of our work and it is vital that all are delivered as effectively as possible. In doing so, it is equally important that Estyn follows its delivery principles.

Our delivery principles

- Develop Estyn as a 'best value' organisation and 'exemplary employer'
- Work collaboratively with other inspectorates and stakeholders to support improvement

Our values



1. Our '[leadership statement](#)' on page 19 sets out the expected behaviours and the approach to leadership that we expect from all our staff.
2. The [Civil Service Code](#) sets out the Civil Service values, standards of behaviour, and rights and responsibilities.

Working for Estyn

“ *If someone’s considering coming and working for Estyn what I would say to them is it’s a great privilege to work here and you have a great sense that you’re having a positive impact on the whole education system in Wales.* ”

Mark, HMI ”

We strive for excellence not only in our inspection activities but also as an employer. Estyn is committed to being an exemplary employer. We aim to achieve this by valuing, listening to, and encouraging staff to develop their skills and talents. We are committed to enabling staff to flourish and give of their best through individual, team and organisational learning, and continuous development. Estyn recognises that each person brings different skills and experience with them when they work for us. As an organisation, we support and welcome diversity and value these differences.

Estyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Hours of work, annual leave, health and well-being and benefits

As a permanent full-time employee, you are normally required to work a five-day week (Monday to Friday) of 37 hours excluding lunch breaks. However, the nature of Estyn’s business will require individuals to work flexibly to deliver the full requirements of the role. You will be required to work outside of normal office hours, depending upon the provision or service being inspected. Frequent travel and overnight stays will be required in the role.

You will be entitled to an annual leave allowance of 31 days a year, plus 10 public/privilege holidays (taken at fixed times of the year linked to school holidays).

We offer family friendly benefits including generous maternity, adoption, paternity and parental leave, together with provisions for paid and unpaid special leave and career breaks.

We are committed to providing a safe, healthy and supportive environment for our employees and our promotion of the health and well being of our employees has been recognised through the achievement of the Silver Award for the Corporate Health Standard and the award of Gold Standard for Investors in People (IiP). Our package of well-being benefits includes:

- Access to a Tax-Free Childcare scheme
- Free annual health checks
- Subsidised eye care (for display screen equipment)
- An Employee Assistance Programme providing free 24-hour counselling, information and advice
- Access to medical health care societies
- Access to a Cycle to Work Scheme

As a Civil Servant you will also have access to further benefits and services including:

- The Civil Service Social Club – Sports and Leisure
- The Civil Service Motoring Association
- The Charity for Civil Servants
- The Civil Service Insurance Society and
- Civil Service Healthcare

Civil Service Code

As a Civil Servant, you are expected to observe the principles of the [Civil Service Code of Conduct](#), which sets out the constitutional framework in which all Civil Servants work, and the values they are expected to uphold.

Pension

Our staff are entitled to join the Civil Service Pension Scheme and your appointment is pensionable from the outset. New entrants can join either alpha, an index-linked, defined benefit pension scheme, or Partnership, which is a stakeholder pension. As your employer, Estyn will make a contribution to whichever pension scheme you decide to join. Further information can be found on the [Civil Service Pension website](#), in particular you may find the [Prospective Members FAQs](#) (including information related to transfer benefits) and the [bite sized video about the scheme](#) useful.

Salary

The current salary range for Her Majesty's Inspectors (Grade 6) is £61,090 - £71,475. Starting salary will normally be the first scale point above your current salary (within the salary range for the role). Estyn's pay scales can be found on our website www.estyn.gov.wales (click on 'About Us', 'Working for Estyn' and select 'Current Vacancies'). Under the current pay system, you would normally reach the maximum of the pay scale within four years of joining Estyn.

Training and professional development

Estyn is an accredited Investor in People (Gold), committed to improving performance and realising our objectives through good management and development of our people. We will support you with your learning and development needs, including Continuous Professional Development and during your first month you will receive a comprehensive induction to the organisation at Estyn's Cardiff office and benefit from a peer mentoring programme during your first year.

Location

Our office is located in Cardiff. Following completion of the office-based induction programme, you will be a home-based worker. As our work is predominantly undertaken within Wales, depending on the location of your home-base we may allocate you to a notional location for the purpose of entitlement to travel and subsistence and/or offer you financial assistance for relocation.

Due to the requirements for frequent travel, candidates should have a current driving licence and the use of a car. Travel and subsistence costs are paid in line with Estyn's rates.

Relocation assistance

We may consider financial assistance for relocation. You should check this before committing yourself to any expenses. If payment is made, it will be made after you have started work and you must agree to repay a proportion if you resign within a specified period.

Orders in Council

Orders in Council will need to be obtained from the Privy Council before successful applicants for the permanent vacancies are confirmed as Her Majesty's Inspectors (HMI). We will appoint successful applicants as an HMI designate until Privy Council approval is obtained.

Short Film

Watch our short film about what it's like to be an inspector, it can be found on our website, www.estyn.gov.wales.

Disclosure and Barring Service (DBS)

This post is subject to a Disclosure and Barring Service (DBS) enhanced disclosure check.

Role Summary



In addition to inspection, we research thematic surveys, we conduct training, we lead in consultations and on steering groups. ””

Michelle, HMI

Reporting to an Assistant Director, you will work within a matrix management structure across a range of sectors. When working on inspections and cross-cutting themes you might undertake a lead role or report to another colleague who is leading. Your day-to-day work will include:

- Leading or contributing to inspection, reporting and advice work, including inspections of individual education providers and broader ‘thematic’ reviews that range across a sample of provision in Wales
- Involvement in national developments and producing professional advice designed to inform the development of policy in your areas of expertise
- Undertaking work designed to capture and disseminate the best practice that we see through our inspection programmes
- Working within agreed systems and processes and to contribute to organisational growth, development and change in Estyn
- Having a role in relation to quality assurance and Additional Inspector training.
- Promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with

Person Specification



The role of an HMI is a unique role; it allows you to use and develop the skills you have already built up from working in education.



Jane, HMI

Knowledge

- Demonstrates up to date knowledge in one or more of Estyn's inspection sectors
- Understands the Welsh Government's strategies, policies, plans and initiatives for education and training in Wales and keeps abreast of new developments
- Evidences a desire to improve education and training in Wales and an understanding of Estyn's key role in this mission
- An awareness of and ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Skills

- Communicates clearly and effectively through well-developed written and verbal communication skills. Has an ability to listen effectively. Is able to write clearly and concisely, so that the requirement for editing is minimal, and is able to meet strict deadlines
- Demonstrates leadership that contributes to raising standards of achievement and continuing quality improvement in education and/or training provision
- Delivers a high standard of work and continually improves by responding appropriately to feedback
- For some of these posts, it is essential that communication skills can be used to good effect in both Welsh and English (as detailed on page 2)
- Is able to use a range of IT software and hardware confidently
- Has the ability and willingness to work flexibly and develop new skills to meet Estyn's business needs
- Engages positively and honestly with performance management systems in order to improve on personal performance

Experience

- Has leadership or specialist experience and expertise in one of Estyn's inspection sectors
- Can contribute to the development and spread of good practice in education and/or training
- Makes secure judgements and reliable decisions in a variety of demanding and time-pressured situations
- Could engage colleagues and providers constructively in professional dialogue as part of inspection, thematic and advice work, as well as dialogue over the wider corporate development of Estyn
- Models behaviours that would enhance the credibility, integrity and authority of Estyn
- Experience in inspection (an advantage but not essential)

How to apply

Applications for Her Majesty's Inspector must be made using our application form. Please refer to the Guidance Document before completing the application form. These documents are also available from www.estyn.gov.wales (Click on 'About Us', and select 'Working for Estyn', then 'Current vacancies').

If you are applying for a Welsh essential role, you must complete at least one supporting evidence question in Welsh and one in English.

We are unable to consider late or incomplete application forms. **It is your responsibility to ensure that the application form is completed fully and correctly and submitted by the closing date.**

The closing date for applications is **10:00am on Monday, 28 January 2019**. Applications received after that time and date, for whatever reason, cannot be considered.

Your application and associated documents should be returned by e-mail to: recruitment@estyn.gov.wales or by hard copy to:

**Human Resources,
Estyn,
Anchor Court,
Keen Road,
Cardiff
CF24 5JW**

Further Enquiries

For enquiries about this recruitment exercise please contact Human Resources on 029 2044 6336, or via email at recruitment@estyn.gov.wales

Timetable

Please refer to the guidance document for full details of the selection process.

Closing date	Monday, 28 January 2019 at 10:00am
Initial sift	Week commencing 4 February 2019
Assessments	Week commencing 11 February 2019
Provisional Interview date	5-8 March 2019