

Peer Inspectors (PIs) in post-16 sectors

Role of the Peer Inspector

Estyn is recruiting Peer Inspectors with experience in the following post-16 sectors: **work-based learning, further education, adult learning and prison learning and skills**. Peer Inspectors in the post-16 sector may apply to be registered in up to all four of the sectors listed.

Peer Inspectors make an invaluable contribution to Estyn inspections. They are full members of the inspection team and bring their current sector-specific expertise to the inspection process. They carry out observations, meet with learners, participate in meetings with provider staff, contribute to moderation and judgement meetings and write feedback-ready text for the inspection report.

Being a Peer Inspector brings a unique opportunity to gain experience of the inspection process, work with Estyn inspectors and contribute to improvement in individual providers and the sector as a whole.

Inspections in the further education and work-based learning sectors take place over eight days across a two week period. Inspections in the prison sector take place over five days in one week. Peer Inspectors must be able to commit to the full period of the inspection. Inspection arrangements in the adult learning sector are being developed, with a pilot inspection in early 2019. In this sector, Peer Inspectors must be able to commit to five days of inspection over one week.

Inspections in the post-16 sector frequently involve considerable travel between sites and accommodation away from home. Peer Inspectors must have a valid driving licence and have access to a vehicle for the duration of the inspection. Estyn will meet travel and subsistence costs on inspection in accordance with its [travel and subsistence policy](#).

Peer Inspectors are required to attend an annual update training event and to maintain a current Estyn 'inspector profile'. Peer Inspectors must possess a current (three years or less) DBS check in order to attend initial training, annual update training or inspection.

Key tasks

- Contribute to post-16 inspections. Individual Peer Inspectors would undertake no more than two inspections per academic year
- Gather evidence for the inspection and enter into an electronic judgement form
- Identify summary strengths and areas for development
- Contribute to observations, team meetings and judgements, meetings with staff and learners
- Produce feedback-ready text for the draft inspection report

Person specific criteria

- Be currently employed in Wales in a suitable role in a further education college, work-based learning provider¹, adult learning provider or in the prison learning and skills service
- Successful applicants will need to possess a current (within three years) Disclosure and Barring Service (DBS) check prior to attending the initial training. DBS checks will be reviewed by Estyn and registration as a Peer Inspector will be dependent on the outcome of the DBS check
- Be available to attend an initial training course in mid-Wales. This course takes place in two stages over three days in total. Stage 1 is on 16 May 2019. Stage 2 is from 25 to 26 June 2019. Estyn will provide overnight accommodation in accordance with its travel and subsistence policy for the night of the 25 June
- Be willing to take part in Estyn inspections in the relevant sectors. Individual Peer Inspectors will undertake no more than two inspections per academic year
- The ability to speak Welsh is not a requirement but we particularly welcome applications from candidates who are able to observe sessions, speak with learners and staff, and participate in meetings in Welsh. Peer Inspectors will not be expected or required to write through the medium of Welsh
- We particularly welcome applications from candidates who have expertise that would allow them to inspect provision for learners with additional learning needs (ALN)

Role specific criteria:

Experience:

- At least five years management, specialist or advanced teaching (eg teacher mentor) experience and expertise in one or more of the specified post-16 inspection sectors. You may apply to be registered in more than one sector. **However, you should have relevant and current skills, knowledge and experience in each of the sectors you apply for**
- Contributes to the development and spread of good practice in education and/or training
- Makes sound judgements and reliable decisions in a variety of demanding and time-pressured situations
- Engages colleagues and providers constructively and professionally

Knowledge:

- Demonstrates up to date knowledge in one or more of the specified post-16 inspection sectors
- Understands the Welsh Government's strategies, policies, plans and initiatives for education and training in Wales and keeps abreast of new developments

¹ In this round of Peer Inspector recruitment we will be recruiting from providers who are contract holders or partners in a consortium of providers who hold a Welsh Government work-based learning contract. However, we will not be recruiting from sub-contractors to those providers.

- Evidences a desire to improve education and training in Wales and an understanding of Estyn's key role in this mission
- Demonstrates 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, following Estyn writing guidelines
- 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
- Is able to use a range of IT software and hardware confidently (appropriate training is available)
- Has the ability and willingness to work flexibly and develop new skills
- Works with integrity and is able to uphold Estyn's code of conduct for inspectors

Payment and expenses

- The Peer Inspector role is a voluntary position and is not paid. Estyn will pay your employer an amount to contribute to cover costs etc. while you are on inspection. Estyn will meet travel, accommodation and subsistence expenses for Peer Inspectors while they are on inspection, in accordance with its [travel and subsistence policy](#)

Application

If you are interested in training to becoming a Peer Inspector, please complete and submit the online application form using the login details below.

This is an open application process and individual candidates who meet the criteria are encouraged to apply. We are also inviting principals and CEOs from post-16 providers to recommend suitable candidates from their institutions. We will take account of the principals and CEOs' recommendations during the selection process. All candidates will need to apply using the online application process, whether or not they have been recommended by their principal or CEO.

[Online application form](#)

The closing date for applications is **1pm Friday 15 March**.

We will notify you of the outcome of your application no later than 1 April.

Information needed to complete the application

Please ensure you have the following information to hand **before** starting your online application:

- Personal details and details of your current employer
- Your relevant professional qualifications and experience
- Your current role(s) and responsibilities
- In which post-16 sector(s) you would like to be considered for registration
- How you think your skills and experience in each of these sectors will help you to be an effective Peer Inspector
- The subject areas in which you are most specialist – see the appendix of this document for a list. This will help us deploy you in the most appropriate subject areas. You must use the subject titles indicated in the list. You may select up to three subject areas
- Name, address, email address and contact telephone number of a referee at your current employer (preferably the principal or CEO)

Important information about completing the form

- Your answers must be **under 1200 characters in length** (approximately 180 words).
- Fields marked with * are mandatory. You will not be able to submit the form without entering a response for each mandatory field. If these fields do not apply to you, please enter 'N/A'.

Selection and training

We will contact all candidates to let them know if they have been successful from the w/c 25 March 2019. Candidates who are selected will be invited to attend the 2-stage initial training, which takes place on the 16 May and 25 and 26 June 2019. The initial training will include a formally assessed component.

While candidates may apply to be registered as a Peer Inspector in up to all four of the sectors listed, Estyn will have final discretion about which Peer Inspectors are registered for which sectors

Deployment

If you successfully complete the training and the relevant DBS checks, your name will be added to Estyn's list of registered Peer Inspectors. It is important you keep your contact details up-to-date through your Estyn inspector profile.

If you are invited to be deployed on an inspection, we will send you an e-mail about

three months prior to the inspection, with the date of the inspection and the approximate location of the provider in Wales. You will be asked to confirm your availability. If you accept the invitation, you will receive further information from the Inspection Coordinator and the Reporting Inspector at Estyn, who coordinate and lead the inspection.

Contact details

This pack contains all of the information you need about the role and the application process, but if you have any further questions please email Beth Jones at events@estyn.gov.wales or call her on 02920 446510.

We look forward to receiving your application.

Appendix – SSA subject specialisms

These are the potential subject specialisms. They are based on sector-subject area (SSA) categories. If they do not match your subject expertise precisely, please choose the category which closely matches your subject expertise. You may select up to three.

SSA Subject Specialisms		
01. Child Development and Wellbeing	07. Warehousing and Distribution	13. Direct Learning Support
01. Health and Social Care	08. Sport, Leisure and Recreation	13. Teaching and Lecturing
01. Public Services	08. Travel and Tourism	14. ESOL
02. Mathematics	09. Art and Design	14. Essential Skills Wales Qualifications
02. Science	09. Media, Publishing and Information Services	14. Independent Living Skills
03. Agriculture	09. Performing Arts	14. Literacy
03. Animal Care and Veterinary Science	09. Design Technology	14. Numeracy
03. Horticulture and Forestry	10. History, Philosophy and Theology	15. Accounting
04. Engineering and Manufacturing Technologies	10. Religious Education	15. Business Administration and Finance
04. Transportation Operations and Maintenance (Motor Vehicle)	11. Anthropology, Sociology and Social Policy	15. Law and Legal Services
05. Building and Construction	11. Geography	15. Marketing and Sales
06. ICT	11. Politics	Welsh Baccalaureate Qualification
07. Beauty	11. Economics	A-level management
07. Hair	12. English Language and Literature	Additional Learning Needs (ALN)
07. Hospitality and Catering	12. Modern Foreign Languages	
07. Retailing and Wholesaling	12. Welsh Language and Literature	