



Arolygiaeth Ei Fawrhydi dros Addysg a Hyfforddiant yng Nghymru  
His Majesty's Inspectorate for Education and Training in Wales

## Additional Inspector (AI) Secondment Secondary Sector

### Information Pack

*A unique role in Welsh education*

**Closing date: 10am, Monday 17 October 2022**



# Contents

Welcome .....	3
A learning inspectorate: listening, learning and changing together – Our three year priorities .....	4
What we are looking for .....	5
What your role will involve .....	6
Additional requirements of the role .....	7
Secondment details .....	8
What's it like to be an HMI? .....	9
Why work for Estyn? .....	10
Diversity and Inclusion .....	10
Future opportunities .....	10
About us – Our work and our values .....	11
Benefits of joining Estyn .....	12
Apply now! .....	13
Selection process and key dates .....	13
Further Enquiries .....	15

This document is available in Welsh on our [website](#) or from [recruiwtio@estyn.llyw.cymru](mailto:recruiwtio@estyn.llyw.cymru)

# Welcome

## A message from Owen Evans, His Majesty's Chief Inspector of Education and Training in Wales

It's an exciting time to join Estyn. In this time of change in the Welsh education and training system, our priority is ensuring standards are excellent as we return our activities to a new normal and introduce key changes to increase the impact through our work. This year we will:

- roll out our new inspection framework for schools and PRUs
- support schools to prepare for the new curriculum and Additional Learning Needs reform
- play a leading role in the development of the Welsh education and training system in collaboration with our stakeholders
- look to the future and begin a conversation about how we adapt to the changing nature of education in Wales

I am proud to lead an organisation that has been recognised as playing a vital role in enhancing the learning of young people and adults in Wales. Learners are at the heart of everything we do. Our people are committed to working collaboratively to deliver a high quality service to our stakeholders that provides public accountability and supports improvement.

We are looking for the brightest and best leaders from all backgrounds to join us in achieving excellence for all learners in Wales. The role of an Additional Inspector (AI), working alongside our His Majesty's Inspectors (HMI) is an exciting and varied one that gives you a privileged view of education and training in Wales. Working for Estyn could be an excellent development opportunity for you. Join us and you'll be guaranteed every day is different in this rewarding role where you'll play a vital role in making sure inspection is a positive experience for everyone involved.

We look forward to receiving your application.



## A learning inspectorate: listening, learning and changing together – Our three year priorities

**Supporting renewal and reform:** As the world moves into the post-pandemic period, supporting the education system is our priority right now. Our work gives us a ‘first hand’ view to listen to and learn from those who provide and receive education and training. We will use these insights to aid post pandemic recovery in the education system and improve outcomes for learners in Wales. Moving on from the suspension of inspections during the pandemic, we have resumed on-site inspection and introduced our new inspection arrangements.

**2024 and beyond** - Inspection will always bring a vital, independent perspective to assuring the quality and standards in schools and other providers. As we move towards the next six-year cycle of inspection from Autumn 2024, we will:

- develop new inspection arrangements that are more frequent, continue to support the implementation of Curriculum for Wales and put sustained improvement at the core of the education and training system
- further develop our role as a key source of expertise, fresh thinking and effective practice in the field of education and training policy
- increase the reach of our reports on educational issues by tailoring them to our different audiences such as learners, parents and teachers -

Reaching out to learners, parents and carers is important to us and will help us to use their views to shape our work and inform how we communicate. We operate within a wider framework of government aims and policy. The Well-being of Future Generations (Wales) Act 2015 sets out to achieve a better and lasting quality of life for us all. In Estyn, we are looking forward to continuing to play our part in delivering this vision for the people of Wales.

Want to know more? Read our [Annual Plan 2022-2023](#) available from: <https://www.estyn.gov.wales/publications-and-policies/corporate-publications>

## What we are looking for

“If you have a passion for education and you like to be challenged – there’s no more rewarding job.”

ANDREW THORNE, HMI

Our inspectors come from a diverse range of leadership backgrounds in education and training.

For this role we are looking for a senior leader in a secondary school or secondary phase leader in an all-age school.

For this post Welsh language skills are **desirable** but not essential.

**Qualified teacher status (QTS)** is an **essential** requirement for this post.

The [Full role specification](#) provides further details about the role, the essential and desirable criteria and how these will be tested throughout the selection process.

## What your role will involve

You will be responsible for reporting on the standards and quality of education and training in providers across Wales. You will contribute to the development and dissemination of effective practice and building capacity for improvement in the education and training system in Wales.

It's a unique opportunity to experience and absorb practice in a large number and variety of providers and other educational settings; their ethos, character and approach to curriculum and innovation. Where providers are struggling, you will develop a keen insight into challenges and how improvements can be made.

Much of your work will be on-site in different settings, so you need to be willing to undertake significant travel across Wales and frequently stay overnight in hotels. Whenever possible, you will be allocated inspections close to home. Working from home between inspections, you will find a valuable work/life balance.

No two days will ever be the same. They could include anything from:

- talking to learners about their work
- visiting lessons
- talking to parents about their child's education provider
- speaking with teachers and leaders

Acting as both a lead inspector and contributing to work across a range of sectors, you will develop a critical understanding of each provider, objectively reporting on standards and effectiveness. You will make judgements on the effectiveness of leadership in each provider, including how well learners are kept safe.

Putting the best interests of learners above all else, you will ensure that your judgements are fair and evidence-based. Sharing your evolving knowledge and expertise with colleagues, you will also prepare and deliver training for external Estyn Inspectors.

You will be a role model for our values, acting at all times in the interest of children and learners and promote and safeguard the welfare of children, young people and vulnerable adults you come into contact with.

Much of your work will see you directly interacting with providers, but the role will also require you to balance various additional challenges, like:

- contributing to national developments through the provision of professional advice and thematic work
- engaging with external stakeholders
- quality assurance of inspection reports and thematic work
- contributing to organisational development and change

We will give you all the support you need to excel in the role and develop new skills.

## Additional requirements of the role

**Welsh Language:** We work in both Welsh and English and many of our stakeholders are bilingual. For this post Welsh language skills (verbal and written) are **desirable** but not essential.

**Safeguarding** - We are committed to safeguarding and promoting the welfare of children and young people and expect all our people to share this commitment. The role of Additional Inspector requires an enhanced disclosure check via the Disclosure and Barring Service (DBS). The role will bring you into direct contact with children or vulnerable adults and give you access to material or sensitive information about children and vulnerable adults. You will be expected to have an awareness of and the ability to comply with policies and procedures relating to:

- child protection
- health, safety and security
- confidentiality
- data protection

**Location** - We are based in Cardiff and our Inspectors are home-based. Our work is predominantly undertaken within Wales. On appointment, depending on the location of your home-base we may allocate you to a notional location for travel and subsistence and/or offer you 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. This role can only be worked in the UK and not overseas.

**Driving licence and use of a car** - Due to the requirement for frequent travel across Wales, you should have a current driving licence and the use of a car or the ability to make suitable alternative transport arrangements.

**Work hours** - Our normal work hours are 37 hours over a five day week (Monday to Friday), excluding lunch. This role requires frequent travel all over Wales and a regular need to be able to stay away from home for up to four nights at a time.

**Nationality** - To be eligible for these roles you must meet the nationality requirements set out in our [Guidance for Applicants](#).

## Secondment details

**Job Title:** Additional Inspector (AI)

**Duration:** The duration of this role is likely to be two terms starting in January 2023 until the end of Summer term (July 2023). Or earlier if you'd prefer to return to your employer for the last week of term.

**Salary:** The salary will normally be in line with your current salary. You will continue your existing pension arrangements with your current employer. We will reimburse the employer's pension contributions for the duration of the secondment, as well as salary and other on-costs including national insurance as you will continue to be paid by your employer.

**Eligibility:** To be considered for a secondment you must be employed and be able to return to your substantive (or another post) with your current employer at the end of the secondment. If you are interested in applying for the secondment opportunity, you should discuss this with your current employer and obtain their agreement in principle to release you.

**Terms and conditions:** You will retain the terms and conditions of your existing employer, with the exception of hours of work and annual leave. Your annual leave entitlement will be discussed with you before you join and will depend on your current circumstances.

# What's it like to be an HMI?

In the following film and profiles you'll meet some of our current HMI who will share their experiences with you about what it's like to be an HMI and the aspects of the role they find rewarding and challenging.

"The variety of the work we do is the highlight of being an HMI.

We don't only inspect schools, although that is an important part of the role. We collect information, visit schools, undertake research and we train peers.

We visit a large number of providers across the whole of Wales: small, large, rural and urban. It's a privilege to visit all the schools and to engage with all the different people involved in education.

We contribute to raising standards."

**MIKE HAYES, HMI**

Click play on the videos to hear from a number of our HMI



"It's a challenging role - you have to have strong interpersonal skills.

You're involved with a different theme and different schools every week.

It's a very different role from being in a school everyday. You're the public face of Estyn and use your expertise for the benefit of the learners and the school."

**RHIAN WYN GRIFFITHS, HMI**



## Why work for Estyn?

It's a great place to work and our people are our most valuable resource. Our people are highly engaged in our work and our People Survey results are consistently among the best in the Civil Service.

We value, listen to, and encourage our people to develop their skills and talents. We enable our people to flourish and give their best. You'll have access to learning and development opportunities that will help you develop valuable skills to help further your career. These include individual, team, professional and organisational learning, and continuous development.

Working from home in-between inspection and face-to-face meetings, you will benefit from the freedom and flexibility that comes with working independently, while supported by a broad network of colleagues who share your passion for education and learning. You may be required to work outside of normal hours, depending upon the provision or service being inspected.

Each Additional Inspector is allocated to a sector team and is supported by an Assistant Director and a peer mentor during your first year. After a comprehensive induction and learning period you will be in regular contact with colleagues within your sector and across other sectors, providing advice and support.

## Diversity and Inclusion

We're committed to supporting diversity and inclusion – involving all, valuing, respecting and positively welcoming the challenges of diverse ideas, views and lived experiences. We want to reflect the communities we serve and improve decision making.

We recognise that everyone brings different skills and experience to our organisation, and that this diversity is what makes a strong organisation. We encourage applications from the widest possible diversity of backgrounds, cultures and experiences. We particularly welcome applications from people with an ethnic minority background, as well as people living with a disability.

## Future opportunities

Where there are any future vacancies for the role of HMI, your experience on secondment will give you a good idea of the range of work of an HMI if you consider applying.

## About us – Our work and our values

We are the education and training inspectorate for Wales. Our aim is to improve the quality of education and training for learners in Wales. One of our key roles is to inspect education and training in Wales to give assurance to the public and government regarding educational standards. We help education providers, such as schools and colleges, to improve quality and outcomes. We also advise the Welsh Government about educational policy and prepare reports on a wide range of educational issues and themes.

### Vision and Mission

Our **vision** is to improve the quality of education and training, and outcomes for all learners in Wales

Our **mission** is to support education and training providers to develop a self-improving and learning culture through our advice, inspection and capacity building

### Strategic objectives

**Providing public accountability** to service users on the quality and standards of education and training provision in Wales

**Informing the development of national policy** by the Welsh Government

**Building capacity** for improvement of the education and training system in Wales

### Values

- Place learners at the heart of our work
- Listen, learn and work with others
- Act openly, fairly and with integrity
- Show effective leadership and teamwork
- Promote health, wellbeing and equality in all we do
- Value and respect people and their work
- Encourage responsibility, initiative and innovation

Each year we publish an [Annual Plan](#) that sets out our key activities for the year. Further information about our work can be found on our website: [www.estyn.gov.wales/about-us](http://www.estyn.gov.wales/about-us).

As Civil Servants, we model the values, behaviours and standards set out in the [Civil Service Leadership Statement](#) and the [Civil Service Code](#).

## Benefits of joining Estyn

In addition to a good work/life balance, job satisfaction, a supporting culture, ongoing learning and development opportunities and professional development, you can also expect other benefits, including the following:



**Paid travel and expenses** – Central booking service for travel and overnight stays (paid directly by Estyn). Mileage and car-parking fees reimbursed. Meal and refreshments allowance for overnight stays



**Generous holiday entitlement** – you can choose to retain your existing holiday entitlement with your current employer or accept our annual leave entitlement of 31 days of annual leave, plus 10 public/privilege holidays each year. Annual leave is pro-rated for those who work part-time.



**Support for your wellbeing** – We provide an employee assistance programme (EAP) offering access to 24/7 confidential advice and support, including access to emotional support counselling and specialist advisors. We offer a free annual health check, trained mental health first aiders, a free eye care scheme and subsidised seasonal flu jabs. We've achieved the Silver Award for the Corporate Health Standard for our health and wellbeing support.



**Diversity and inclusion** – We want to maximise the potential of everyone who works for us, regardless of their background. We've created a working environment that is welcoming, respectful, and engaging for everyone, with opportunities for personal and professional development



**Modern equipment** – home office facilities, such as a laptop, printer, mobile phone. We will also provide you with a desk, chair and filing cabinet

For more information about the benefits available visit our website: [www.estyn.gov.wales/about-us#workingforus](http://www.estyn.gov.wales/about-us#workingforus)

## Apply now!

**Application form:** Download and complete our application form here: [www.estyn.gov.wales/working-us/current-vacancies](http://www.estyn.gov.wales/working-us/current-vacancies)

**Closing date: 10:00am, Monday 17 October 2022**

We are unable to consider late or incomplete applications. It's your responsibility to ensure that your application is fully completed and is received by the closing date.

Send your application to: [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales)

We recommend emailing your application. We are currently experiencing delays in receiving post that may mean your application is late.. If you're unable to send your application electronically, please contact Shuna Lovering on 029 2044 6336.

**Alternative arrangements or accessible documents:** If you'd like to apply or access this document in an alternative format, please contact Shuna Lovering to discuss your requirements.

This recruitment exercise is conducted in accordance with the Civil Service Commission [Recruitment Principles](#) and is regulated by the Civil Service Commission.

## Selection process and key dates

As part of the selection process, you will be asked to complete an application form detailing your job history and qualifications and answer three questions within a specified word limit for each question. Your application will illustrate how you meet the essential skills, experience and behaviours for this role outlined in the person specification. These will also be explored at interview.

You can find more guidance on completing your application here: [www.estyn.gov.wales/working-us/current-vacancies](http://www.estyn.gov.wales/working-us/current-vacancies)

All documents are available in Welsh and English. Applications can be submitted in Welsh, English or both languages. An application submitted in Welsh will not be treated less favourably than an application submitted in English. Your application may be translated into Welsh or English if required (depending on the majority language of the panel).

The selection process includes:

- **A sift of applications:** The selection board will consider all complete applications. The information you give us in your application is important in deciding whether we will invite you to the next selection stage. If we receive a high volume of applications, your application may be “long-listed” before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all the panel.
- **Interview:** Candidates invited to interview will again be assessed on their skills, experience and behaviours in relation to the person specification. For Welsh essential posts, we will test your communication skills in both Welsh and English during the assessment and at interview. We use a blended interview technique, allowing us to find out more about you. We use the Success Profiles framework. During the panel interview, you will be asked about your experience and how you hit the criteria for the role (including behaviours). The interview will include a short presentation.

Interviews will be held face to face in our Cardiff office. We will confirm the arrangements when we invite you to interview.

You will receive an email confirming the outcome of your application at each selection stage. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. We will provide verbal feedback on request for anyone reaching the interview stage once the selection process has finished.

All costs of attending the interviews are at your own expense. We will not pay any transport, accommodation or subsistence costs related to the recruitment.

The timetable we’re working to is summarised below. If you’re successful at the shortlisting stage, you will be expected to make yourself available on the interview dates. Applicants who are not available to attend for interview on the dates offered may not be considered for this roles.

If we need to change these dates, we aim to provide you with as much notice as we can of the interview dates. If you’re unable to make the arranged interview date, we will try to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

<b>Closing date</b>	17 October 2022
<b>Sift</b>	18 October 2022
<b>Interviews</b>	10 November 2022
<b>Appointment starts</b>	9 January 2023

\*Dates may be subject to change

**Future vacancies and reserve lists** : If you are appointable, but there isn't a suitable post immediately available, we may add you to a reserve list. The reserve list is valid for up to twelve months from the date we confirm the outcome of your application. The outcome email will confirm if you are on a reserve list. If a suitable vacancy occurs during that period, we may recommend you for appointment. We appoint from the reserve list in merit order.

## Further Enquiries

If you have any questions about this recruitment exercise that we haven't answered in this pack, please contact Shuna Lovering on 029 2044 6336, or [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales)

We welcome correspondence in Welsh; we'll respond to you in Welsh, and there won't be a delay in our response.