**CANDIDATE PACK**

**His Majesty’s Chief Inspector of Education in Scotland**

**Closing Date:** **9 February 2025 at 23:59**



A river with a bridge and a city in the background

Description automatically generated**THE ROLE**

HM Chief Inspector of Education in Scotland

**LOCATION:** This post is based in Glasgow.

Scottish Government operates a flexible, hybrid approach to working. The Executive Team expects agreements to be reached locally for roles suited to hybrid working. These agreements should ensure colleagues combine working from home with a presence in a workplace (and for some roles, with stakeholders and in communities) each week.

This may vary from week to week depending on business need and we recognise some roles will be more location-specific than others.

**GRADE AND SALARY:** This is a Senior Civil Service (SCS) Pay Band 2 role, with a starting salary of circa £115k and with a pay range of £108,393 - £117,329.

**CONTRACT TYPE**: Permanent, full-time - though please indicate on your application if you wish a flexible working pattern. This will be assessed against the business requirements for this post. If applicable, secondment from your existing employer for 3 years with the possibility of extension by a further 2 years might also be considered.

**OVERVIEW AND CURRENT PRIORITIES**

Applications are invited for the role of His Majesty’s Chief Inspector of Education in Scotland.

This is an exciting time for Scottish education as we implement significant reform to secure better outcomes for children and young people across Scotland. His Majesty’s (HM) Chief Inspector will play a pivotal role in leading a new independent education inspectorate to provide public assurance in the quality of education, raising standards and improving outcomes for children, young people and adult learners.

In June 2024, the Government introduced a Bill to Parliament which will see the establishment of a new office holder in the Scottish Administration by Autumn 2025 - “His Majesty’s Chief Inspector of Education in Scotland”. It is anticipated that statutory functions will be conferred on HM Chief Inspector, who will lead a new independent education inspectorate, His Majesty’s Inspectorate of Education (HMIE), to take forward and improve the education inspection functions that currently sit within Education Scotland. This is a significant change from the current position and includes the transfer of some legislative powers from Scottish Ministers directly to the Chief Inspector.

As part of our reform commitments, the approach to inspection is to be transformed and HMIE will therefore play an important part in creating the conditions for children and young people to thrive. The post-holder will have a critical role in leading a change in practice and culture, ensuring that the approach to inspection and its contribution to supporting and driving improvement in Scottish education is brought to life and delivered on the ground.

Once HMIE is established, HM Chief Inspector will be responsible for all operational matters, ensuring delivery against targets and that the new inspectorate is a high performing, continuously improving public body. As such, the role exercises significant personal autonomy and decision making in the strategic leadership of HMIE. The post-holder is required to work with leaders across education and with Government. They will be required to regularly advise on complex issues in areas of strong public, media and political interest and scrutiny. This includes engaging across the system at a senior level, challenging practice to secure improvement in performance, based on robust evidence and sound judgement.

It is anticipated that HMIE will be a new standalone public body, funded by the Scottish Government, whilst reporting to Scottish Ministers and the Scottish Parliament. As such, the post-holder will provide significant national leadership, delivering professional advice, information and evidence, to the Cabinet Secretary for Education and Skills, other Scottish Ministers and Scottish Government officials, on the performance of Scottish education and improvement measures, including the development of educational policy and practice.

We are therefore looking for a transformational leader who, within the context of our education and skills reform commitments, will have the creative vision and ambition to drive greater improvement in Scottish education, bringing a stronger focus on inspection outcomes, whilst creating a confident, respected and influential public body in its own right.

HMIE’s new working model and the status of the body is still being developed, however, once HMIE is established it is anticipated that the post-holder:

* Will have responsibility for leading more than 100 of His Majesty’s appointed Inspectors and wider support staff (all employees are Civil Servants).

HM Inspectors cover educational establishments across the whole of Scotland, with a variety of professional backgrounds in education, including quality improvement, educational psychology, headteachers and senior leaders of early learning and childcare. Offices are currently located across Glasgow, Livingston, Dundee and Aberdeen – further locations may be considered for HMIE, once established;

* Is anticipated to be the Accountable Officer for the management of the body’s operating budgets (circa between £16M - £23M) and resources, and will be required to deliver against the backdrop of challenging public sector finances.
* Be a Senior Civil Servant, at Director level.
* Have direct line management for HMIE’s Senior Leadership team, which includes Senior Civil Servants.

Appointment to the post of HM Chief Inspector is subject to approval by His Majesty at a sitting of his Privy Council.

**KEY DUTIES AND RESPONSIBILITIES**

Until HMIE is established, HM Chief Inspector will report to the Chief Executive of Education Scotland, who will continue to hold Accountable Officer responsibilities for the inspectorate function during this period. The Chief Executive’s role will be to ensure that appropriate support is in place to enable the post-holder to fulfil their duties.

HM Chief Inspector will have personal autonomy, direct access to senior stakeholders, including the Cabinet Secretary for Education and Skills, and be responsible for Education Scotland’s Scrutiny Directorate, including delegated budget oversight which is anticipated to be circa £10-15m, mainly for staffing costs.

**Organisational Leadership and Change**

* During the transition stage, to play a pivotal role as a member of Education Scotland’s Senior Leadership Team, to deliver reform commitments and ensure that a comprehensive programme of engagement with internal and external stakeholders is in place to inform and ensure support for reform.

This includes:

* Working with internal stakeholders and Scottish Government officials to inform Minister’s decisions on requirements for HMIE, ensuring effective delivery of functions going forwards.
* Ensuring the smooth transfer of colleagues into the new body.
* Embedding the new operating model for the inspectorate, including significant stakeholder and user engagement on the services that it will provide.
* Shaping this new role to maximise its impact in improving Scottish education.

In line with ministerial priorities, including public sector reform, to provide leadership and strategic direction to ensure that the body meets key delivery targets and delivers in all aspects of its remit, operating in an efficient, effective manner, and that HMIE is a high performing, continuously improving public body that is ensuring that reform is making a difference. This includes responsibility for the development of, and delivery against, organisational strategy and supporting plans.

**Inspection and system improvement**

* Deliver a change in practice and culture, ensuring that the approach to inspection and its contribution to supporting and driving improvements is brought to life.
* Set the frequency, scale, priorities and focus for inspections, creating an independently informed inspection plan that fulfils the body’s strategic priorities.
* Provide independent professional advice to the Cabinet Secretary for Education and Skills, Scottish Ministers, and Scottish Government officials, based on evidence-based insights, analysing inspection data and trends, to:
  + Improve outcomes consistent with the National Improvement Framework.
  + Develop educational policy and practice, ensuring they are aligned with current needs and the future aspirations of Scottish education.
* Provide organisational and national leadership to drive quality improvement for learners across Scotland, and build capacity within the education system by:
  + Planning targeted inspections and feedback, to identify areas for enhancement.
  + Using data to identify the big, overarching issues across Local Authority areas or at a national level, for example, violence in schools.
  + Supporting establishments or services to improve, by recommending change initiatives to elevate teaching and learning quality.
  + Informing Scottish Ministers where an establishment or local authority is failing, or has failed to secure improvement following an inspection, despite being given sufficient opportunity to do so, and recommending enforcement action be taken where appropriate.
  + Providing strategic national inspection guidance to the education sector, on what to expect from HMIE inspections.
* Provide public accountability and assurance regarding the quality of education to learners, their parents/carers, and Scottish Ministers.
* Reporting annually to Ministers, Parliament and other stakeholders on the performances of Scottish education at a national level, which are within the HM Chief Inspector’s remit, and publish individual inspection findings.
* Oversee the inspection function, ensuring that inspections:
  + Are performed to a high standard by HM Inspectors.
  + Comply with the inspection model/s and quality indicators.
  + Are conducted across the full range of establishments and services in the sector, including primary and secondary schools, early learning and childcare providers, colleges, community learning and development services, modern apprenticeship training, local authorities, initial teacher education, and the inspection of psychological services.
* Establish and maintain an Advisory Council, ensuring that it is representative of the interests of people likely to be affected by HM Chief Inspector’s functions.
* Responsible for ensuring that any advice provided by the Council is acted upon and, where decisions diverge from this advice, to set out the reasons why to Ministers.
* Build and maintain excellent senior working relationships across the education system to ensure confidence in the strategic direction of the inspection function. This includes representatives from professional bodies, local authorities, national and international inspectorates – and actively participate in the international debate about evaluation and quality improvement in education at the Standing International Conference of Inspectorates.

**Senior management**

* Following the establishment of HMIE, it is anticipated that the post-holder will be the Accountable Officer for the management of the body’s operating budgets (circa between £16m - £23m) and resources; ensuring that all relevant financial considerations and Scottish Government guidance, including issues of propriety, regularity, efficiency and value for money, are taken into account in delivering the body’s business.
* Following the establishment of HMIE, responsibility for leading more than 100 of His Majesty’s appointed inspectors and wider support staff, including:
  + Ensuring that effective workforce planning is in place, that the right people, with the right skills are deployed at the right time and on budget, in line with public sector reform objectives.
  + Ensuring inspection staff with relevant experience in education settings, including those with recent frontline professional experience.
  + Partnership working with staff unions, FDA and PCS.
  + Improving organisational culture, measured through People Survey results.
* Direct line management for the Senior Leadership Team. It is currently anticipated that this will be circa 5 direct reports including Senior Civil Servants, however, structures have still to be fully worked through.
* Responsible for providing authentic leadership to ensure that direct reports deliver results and model the behaviours outlined in the Scottish Government’s Success Profiles Framework.
* Report annually on the HM Chief Inspector activities and accounts during the financial year – in line with Scottish Public Finance Manual.

**SUCCESS PROFILE**

It is essential that you can provide evidence in your application of the professional experience and skills required for this role. In addition, candidates applying for roles with the government, agencies and public bodies in Scotland are assessed in line with the Success Profiles framework that is used across the Civil Service. This means that as well as evidencing the specialist criteria you will also be expected to evidence the behaviours at the level required for this Senior Civil Service role.

 Technical

* A senior education professional registered (or eligible for registration) with an appropriate professional body, with a proven track record of leading and delivering improvements in excellence and equity. Experience of inspections is desirable but not essential.

Experience

* Experience of operating successfully at Board or senior level using strong political acuity, in a complex organisation, delivering cultural and high-profile programmes of change. With a strong track record of analysing evidence and drawing on personal expertise and resilience, to provide advice that drives improvement, through challenge and demonstrating strong collaborative leadership at a system level.

Behaviours

You are expected to provide evidence of the following behaviours at **Level 6**.

* Leadership
* Developing Self and Others
* Seeing the Bigger Picture
* Delivering at Pace
* Changing and Improving

More information can be found at: [Behaviour levels - Success profiles: candidate guide - gov.scot (www.gov.scot)](https://www.gov.scot/publications/success-profiles-candidate-guide/pages/behaviour-levels/)

**HOW TO APPLY**

Applications should be submitted by no later than **23:59 on** **9 February 2025.**

Apply online, providing a CV and Supporting Statement (of no more than 1500 words) which evidences how you meet the skills, experience and behaviours listed above. **A CV is mandatory** for your application to be considered by the panel.

**Selection Process**

Please note that an executive search agency, Aspen People, is working with Scottish Government on this recruitment exercise. If you submit an application, your details will be shared with Aspen People and they will contact you for an initial pre-sift interview. If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This will include an individual psychological assessment and both staff and stakeholder engagement exercises. It may also include a recorded presentation. You will also have the opportunity to meet with Ministers and other key stakeholders prior to the final selection panel interview to learn more about the role and the organisation.

The Final Interview Panel will be chaired by Chris Pilgrim, Civil Service Commissioner. The other panel members are:

* Neil Rennick, DG Education & Justice, Scottish Government
* Clare Hicks, Director of Educational Reform, Scottish Government
* Anne Looney, Executive Dean, Dublin City University (DCU) Institute of Education
* Graham Donaldson, International Council of Education Advisers (ICEA) member and former HMCI

Final interviews will be held in St Andrew’s House, Regent Road, Edinburgh, EH1 3DG.

**Interview Expenses**

Any travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

**Relocation Expenses**

Relocation expenses of up to £6,000 may be available if you have to move house to take up this appointment. Further details will be provided to the successful candidate but you should not in any event commit yourself to any expenditure without prior discussion with the Scottish Government. The Scottish Government has developed this [website](https://www.scotland.org/) to provide information for people considering living and working in Scotland which provides information on the variety of lifestyles on offer and an insight into why you should consider moving to Scotland.

**Indicative Timeline**

* Longlisting 14 February 2025
* Shortlisting 5 March 2025
* Assessments 10 – 28 March 2025
* Interviews 3 or 4 April 2025

**Civil Service Commission**

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission Recruitment Principles [here](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/).

This competition is being run in accordance with the [Civil Service Commission Recruitment Principles](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/). If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact [Billy Smith@gov.scot](mailto:Billy%20Smith@gov.scot) in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission [here.](https://civilservicecommission.independent.gov.uk/contact-us/)

The Civil Service Commission has two primary functions:

* Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
* Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer. More detailed information can be found [here](http://civilservicecommission.independent.gov.uk/).

**Privacy**

Our privacy notice tells you what to expect us to do with your personal information when you contact us, including by phone, email, and post and when you visit our website or subscribe to our newsletter. More information can be found [here](https://scottishgovernment.icims.com/icims2/servlet/icims2?module=AppInert&action=download&id=39903&hashed=-100233655).

**Data Protection**

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Anonymised personal data may also be used for the purposes of monitoring the effectiveness of the recruitment process.

**APPENDIX 1: TERMS, CONDITIONS AND BENEFITS**

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| **Appointment term** | Indefinite contract on standard Civil Service terms. If applicable, secondment from your existing employer would also be considered. The duration of any secondment would be subject to agreement with the Civil Service Commission. |
| **Salary range** | This is a Senior Civil Service (SCS) Pay Band 2 role, with a starting salary of circa £115k and with a pay range of £108,393 - £117,329.  If applicable, secondment from your existing employer on your current employment terms for 3 years with the possibility of extension by a further 2 years might also be considered.  External candidates, who are not applying on secondment, are expected to start at the minimum. For existing civil servants applying on level transfer or promotion, starting salary is determined by reference to salary with current department. The Scottish Government does not pay non-consolidated performance awards. |
| **Location** | **This role is located in Glasgow**. Scottish Government operates a flexible, hybrid approach to working. The Executive Team expects agreements to be reached locally for roles suited to hybrid working. These agreements should ensure colleagues combine working from home with a presence in a workplace (and for some roles, with stakeholders and in communities) each week. This may vary from week to week depending on business need and we recognise some roles will be more location-specific than others. |
| **Working hours** | The standard is a 5 day week of 37 hours. We welcome flexible working. If you are interested in applying on a job-share basis, please make clear in your application if you wish to be considered as a pre-existing job-share partnership or if you are interested in moving into a job-share arrangement. We will assess proposed working patterns against the business requirements for the post and discuss all options with candidates. |
| **Annual leave** | The annual leave allowance is 6 weeks. In addition, 11½ days public and privilege holidays, dates of which are set annually. |
| **Pension** | Civil Service pension arrangements will apply. Full details can be found [here](https://www.civilservicepensionscheme.org.uk/members/thinking-of-joining-the-civil-service/) |
| **Security clearance & Vetting** | The successful candidate, if new to the Civil Service, will require Baseline Personnel Security Standard (BPSS) security clearance. Some roles may in addition require [national security vetting](https://www.gov.uk/government/publications/national-security-vetting-advice-for-people-who-are-being-vetted?_ga=2.122617355.1030435824.1620741507-181388361.1620382407). Further information is available from SCSResourcing@gov.scot |
| **Civil Service Code** | The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found [here](http://www.civilservice.gov.uk/about/values). |
| **Business appointment rules** | Candidates should note that on completion of the appointment, the post holder will be subject to the Government’s Business Appointments Rules, with the possibility of restrictions on future employment. Further information about the rules and restrictions can be found [here](https://www.gov.uk/government/organisations/advisory-committee-on-business-appointments). |
| **Conflicts of interest** | The successful candidate will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be relevant to or in conflict with working within the Civil Service. This may involve suspending or relinquishing stock market activity. |