Post title	**Quality Improvement Education Officer (Schools)**
Division / Section	**Schools and Lifelong Learning**
Department	**Communities and Families**
Responsible To	**Quality Improvement Manager**
Number of post holders	**8**
Acting up/ Secondment	**Yes**

Purpose of Job

To provide strategic leadership in a 3-18 curricular or quality improvement area within the Schools Team. As a representative of the Executive Director when making visits contribute to raising standards and achievement in attainment, inclusion and equality in line with local and national priorities. The Quality Improvement Education Officer will work with the Quality Improvement Manager and a Locality Manager to provide professional and management advice to Schools and be accountable for the management, co-ordination and development of education in the localities Ensure that the services meet statutory obligations and required service standards to maximise the potential of children and their families. Ensure that the Council satisfies HMIE criteria on performance monitoring and continuous improvement and other statutory obligations in relation to the education service and other agencies. Contribute to the achievement of the overall aims and objectives of the department and implementation of national policy priorities through effective leadership, consultation and communication.

MAJOR TASKS/JOB ACTIVITIES

Provide support and challenge to schools and establishments to bring about improvements in learning and teaching.

Identify and promote effective practice in the classroom and elsewhere.

Plan and, where appropriate, deliver CPD.

To manage the provision of curricular advice and preparation of an annual improvement plan for education in accordance with local and national priorities involving stakeholders

Provide support to Head Teachers to ensure continuous professional development to meet high internal standards and external work demands and achieve full potential of the workforce.

Work collaboratively with direct reports, other groups and stakeholders to review, develop and implement service plans to meet the specific outcomes and objectives of Education provision.

Plan and coordinate Education provision within the localities/citywide.

Deputise for other managers or represent the Quality Improvement Manager and/or the Council as required.

Contribute to the preparation and content of reports, strategic plans, other documents, briefings, presentations, Freedom of Information requests, for Council meetings, external agencies, senior officers, including the Council Leadership Team and the relevant committees as well as business and stakeholder groups.

Implement and monitor standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation and Council policies, aims and objectives.

Lead on quality assurance requirements providing support and challenge to establishments to identify opportunities for continual improvement and implement the Service Improvement Protocol when required.

Participate in the recruitment and selection process for senior establishment staff as required.

Participate in the resolution of complaints and grievances in line with Council policies and procedures.

Support Quality Development and Best Value reviews of services; HMIE; Care Inspectorate and other external inspection process and ensure resulting improvement plans are developed and implemented timeously.

Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

Supervision and Management of People
(Numbers and type of staff)

On occasion a Development Officer on secondment may require direction.

Creativity and Innovation

Pro-actively recognise issues, problems or opportunities and create relevant options for addressing problems /opportunities and achieving desired outcomes in collaboration with direct reports and relevant stakeholders.

Generate creative solutions in terms of best practice, current initiatives, resources, systems and staff training.

Respond positively to change by implementing new and innovative relationships to facilitate goal accomplishment.

Balance the demand for services within resources to ensure that services are provided in a cost effective manner.

Contacts and Relationships

The Executive Director and senior staff of Communities and Families, including Head Teachers and other heads of establishments.

HMIE, senior staff in the Scottish Government and in National Bodies including the Care Inspectorate and Education Scotland.

Senior staff in other Education Authorities across Scotland and senior staff in Initial Training Establishments, Universities, external agencies and local businesses.

Contacts will relate to the development and delivery of a major council service and as such will have a wide ranging impact on budgets, merging services etc.

Decisions (Discretion)

Deciding and implementing strategies to address areas where performance should be improved. Identification of areas for improvement and assessment of the nature and level of additional support required to address the issues.

Determining and planning appropriate programmes of support and continuing professional development.

Decisions regarding the presentation of proposals and policy options.

Decisions (Consequences)

Decisions will have an impact across Schools services.

Resources

Each post may be responsible for a designated project budget from time to time to meet strategic objectives.

Environment – Work Demands

The post holder will manage quality improvement in schools in localities/citywide interpreting the changing local and national factors affecting the service.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Environment – Work Context

Although the posts will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Knowledge and Skills

The post will require considerable breadth of managerial knowledge and skills beyond their immediate professional area including:

- Extensive knowledge and experience at a senior level of the delivery and management of all aspects of provision as this applies across the education service.
- Extensive post-qualifying experience at a senior level within the field of education in the statutory, voluntary or private sector.

Educated to degree level or equivalent with a teaching qualification and registered with the GTCS.

The postholder must have had teaching experience, the ability to undertake policy planning, deliver CPD and have implemented quality assurance and quality improvement within an educational environment.

The postholder should also have held management responsibility for professional staff and knowledge and familiarity with the assigned quality improvement responsibilities as this applies to schools, other educational establishments and teaching services.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).