



POST TITLE	DEVELOPMENT OFFICER – DATA LITERACY
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: Development Officer – Data Literacy
SCHOOL: The Royal High School

Section 1: Background information

Headteacher Pauline Walker
School Address East Barnton Avenue
Edinburgh
EH4 6JP

Telephone 0131 336 2261
Website <https://royalhightschool.co.uk/>
E-mail address admin@royalhigh.edin.sch.uk

Roll 1507 pupils

Number of staff 130 (including Support Staff)

Management Structure 1 Head Teacher, 4 Deputes
11 Curricular Leaders of subject
2 Principal Teachers of support bases
6 Pupil Support Leaders, 1 Support for Learning Leader

Teaching time: pro rata to make full time post (0.2 DO, 0.8 Teaching)

Information about the School

The Royal High School supports every young person to achieve and attain their very best. We respect individuality and celebrate diversity. We provide opportunities for success through a variety of curricular and extra-curricular options and pathways. We encourage creativity and support our young people to build the skills and resilience they need for the future. We have the courage to aspire to be the very best we can be. We belong to our school, and we are very proud of our tradition and heritage.

The school is firmly committed to responding to the needs of all pupils in a positive learning environment. Our School Improvement Plan focuses on:

- Health, wellbeing & resilience
- Learning, teaching & assessment
- Equalities, equity & inclusion

Staff, parents, young people and our partners work together to achieve common goals.

Based in the West of Edinburgh, The Royal High School is one of the oldest schools in Scotland. It has a strong sense of history but prides itself on being very much a school of the 21st Century. It is a non-denominational, 6-year comprehensive, with young people drawn from 4 catchment primary schools: Blackhall, Clermiston, Cramond and Davidson's Mains. A significant number of placing requests are received each session.

The school was refurbished in 2004 and enjoys a high standard of accommodation, although social areas are limited, and teaching space has to be rigorously timetabled. The facilities are used extensively outside of normal school hours by the school and the community. The school is designated a Community Sports Hub and the PE facilities were refurbished in 2015 to support this. There is an excellent extra-curricular program, with partner clubs and staff offering a range of opportunities in which young people can participate. ICT facilities are very good, and all young people have access to a 1:1 iPad device to support their learning at home and in school. The school had a new extension completed in August 2023.

The school has positive links with parents, local businesses and the local community. The Parent Council and Parent Fundraising Group play an important role in the life and work of the school. Meetings are well attended, and discussions are always lively and informative. The school is also supported by an active Former Pupils' Club.

The main responsibilities currently associated with this post will be decided as part of a review to match the skills and qualities of the successful candidate and to balance the responsibilities within the overall SLT.

Section 2: Job Outline

The Development Officer will be a highly skilled practitioner who will be responsible for the development of data literacy across all members of staff. S/he will develop an understanding of The Royal High School's reporting and tracking practices across the school with the view to developing tracking and monitoring in the Broad General Education and Senior Phase with the ultimate aim of maximising attainment and achievement for all pupils. S/he will have a deep-rooted interest in how data can support improvement and working with others to develop innovative practice and support others to develop their practice by coordinating an extensive continued

lifelong professional learning programme. S/he will work closely with members of the Senior Leadership Team, Curriculum Leaders, Pupil Support Leaders and staff to support improvement in relation to data literacy.

The Development Officer will continue to be rooted in practice by teaching their subject with a teaching commitment up to 20 hours.

The Development Officer will be an active member of the school leadership team who will be responsible for the development, implementation and monitoring of effective tracking and monitoring policies and procedures. A knowledge of current theories and practice relating to effective classroom teaching is required, along with an ability to ensure that such theories and practice are successfully implemented across the school as appropriate, taking account of school, Council and National Priorities.

The Development Officer will undertake the duties outlined for all teachers as set out in Annex B of 'A Teaching Profession for the 21st Century'. S/he will teach up to 20 hours per week.

The Development Officer will undertake duties related to the following:

a) to contribute to the School and National Improvement Framework priorities

- to evaluate current data literacy and work with staff to create bespoke continued lifelong learning opportunities to improve data literacy in the school.
- to be responsible for the planning and strategic direction of a tracking, monitoring and reporting strategy.
- to work with and advise colleagues in a professionally supportive and practical manner to ensure data leads to improvement.
- to ensure data literacy maximises the attainment and achievement for all pupils.
- To provide reports to the school from the tracking and monitoring system to support raising attainment and achievement as well as improving attendance.

b) develop, share and promote the school's vision and values with staff, pupils, parents and the wider community.

c) develop coherent approaches to professional learning which build and sustain teachers' practice

- ensure opportunities for collaborative working practices within the school, learning community and the authority.
- sharing of effective practice.

d) contribute to leadership for improvement in culture and practice at school level

- the development of the school's culture of improvement through developing effective data management systems.
- ensuring school policies and procedures are being implemented consistently.
- work with colleagues towards faculty improvement, specifically the implementation of and priorities detailed within the School Improvement Plan and National Improvement Framework.

e) demonstrate professional knowledge and understanding

- critically engaging with literature, research and policy.
- contributing to local and national developments.
- acting as representatives of the school and the authority.

f) lead and work collaboratively to enhance teaching which leads to high quality learning

- demonstrating and supporting sound data practices, with appropriate self-evaluation activities.
- monitoring and tracking pupils' progress.
- managing additional support for learning needs.
- take a lead role, as a classroom practitioner, in behaviour management and quality assure effective behaviour strategies.
- regularly communicating with and reporting to parents.

g) manage allocated resources proactively and effectively to meet learning and development priorities

The post holder will be managed by and be accountable to the Headteacher in accordance with the priorities and policies of the school and the City of Edinburgh Council. The Depute Headteacher with responsibility for Improvements in Performance will assume day-to-day line management responsibilities.

Section 3: Any special requirements

The Development Officer will have significant relevant experience as a teacher and have achieved the highest level of professionalism in the classroom. A sound knowledge of current national curricular developments and teaching and learning theory and practice and willingness to keep abreast of such developments and theory will be required. Evidence of a clear ability to implement and evaluate such methodology will also be of critical importance.

The Development Officer must be able to demonstrate an ability to create, motivate and work effectively within a team and organise workload to meet deadlines. Good management liaison, communication and presentational skills and a commitment to maximising pupil progress are essential to this post.

The Development Officer should demonstrate:

- proven ability to form good relationships with pupils, parents, staff and the wider community.
- enthusiasm, energy, commitment, initiative, optimism and flexibility.
- an empathy with pupils.
- a commitment to personal development.

The Development Officer should demonstrate high level of data literacy and the ability to use packages such as Excel to a high competency.

Section 4: Additional Information

We welcome applications from student-centered professionals with high expectations, commitment and rigorous standards. A willingness to contribute to whole school life is also a defining characteristic of our highly motivated and excellent staff.

The City of Edinburgh Council is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status.

Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).