

POST TITLE	DEVELOPMENT OFFICER (TEACHING AND LEARNING)
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	SENIOR DEVELOPMENT OFFICER, TEACHING AND LEARNING
NUMBER OF POST HOLDERS	5
ACTING UP/ SECONDMENT	SECONDMENT (4 OUT OF 5 POSTS)

PURPOSE OF JOB

The role of the Development Officer (Teaching and Learning) is to, in collaboration with other members of the Teaching and Learning Team, to create and deliver high quality professional learning to improve the quality of learners' experiences and to improve teachers' confidence and skills in learning, teaching and assessment. As such, the Development Officer (Teaching and Learning) would be expected to be an experienced professional with a proven ability to deliver high quality continuing professional development which is essential.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Develop and deliver high quality professional learning to promote effective teaching and learning.
- Support establishments to embed a culture of high-quality teaching and learning.
- Identify and share creative and innovative practice in teaching and learning across Edinburgh schools
- Support establishments to embed the Edinburgh Learns Frameworks.
- Lead and support enquiry-based approaches to improve the quality of teaching and learning.
- Use data to evaluate the impact of professional learning and collaboration on staff and learners.
- Develop and manage projects as appropriate to knowledge and experience.
- Offer professional advice and training on teaching and learning when required to other team members, agencies and schools.
- Devise ways to promote good practice with educators across the local authority.
- Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by schools and establishments.
- Liaise across the Council and with Education Scotland to ensure the effective development and implementation of national initiatives in schools and establishments.
- Work with colleagues from other education authorities, local and national organisations to develop and share resources and training opportunities, to help widen opportunities and enhance the current provision.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Successful and varied classroom experience, with significant experience of delivering high quality learning, teaching and assessment.
- A proven ability to design and deliver high quality professional learning in learning and teaching.
- Sound knowledge of current national and local authority priorities, particularly in learning and teaching.
- Good knowledge of school improvement processes including self-evaluation.
- Clear understanding of teaching and learning theory and effective pedagogies.
- Strong partnership working skills with the ability to communicate effectively and establish positive relationships with central and school-based staff at all levels, other key professional partners and external organisations.
- Self-reliant, flexible and able to take personal responsibility for specific projects, either working independently or as part of a team.

- Effective time management, planning, organisation and analysis skills.
- Experience with the administration and management of establishment digital devices and systems.
- Educated to degree level or equivalent with a teaching qualification and registered with the GTCS.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- This post involves supporting staff across all education establishments, managing priorities with both short and long term objectives, and balancing proactive strategic activities with reactive operational support. Within those challenges, the postholder has some flexibility around the management of their time across the day/week.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominately within the range of normal office-based activities.
- Although the post will have some requirements 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.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- This post involves no direct supervision or management of other members of staff.

RESOURCES

- While this post may be asked to provide advice on purchasing/resourcing from time to time, it has no formal budgetary responsibility.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).