

POST TITLE	QUALITY IMPROVEMENT MANAGER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	DESIGNATED HEAD OF EDUCATION
NUMBER OF POST HOLDERS	3
ACTING UP/SECONDMENT	

Purpose of Job

In consultation with the designated Head of Education provide strategic leadership, professional and management advice to the team of Quality Improvement Education Officers. Contribute to raising standards and achievement in attainment, inclusion and equality in line with local and national priorities working with senior managers in Schools and Lifelong Learning, Head Teachers and other colleagues ensuring that the Council satisfies HMIE criteria on performance monitoring and continuous improvement and other statutory obligations.

MAJOR TASKS/JOB ACTIVITIES

To play a key role in supporting schools through the HMIE inspection process.

To ensure that local authority and national priority areas and targets are taken forward appropriately by schools/establishments.

To advise on, support and monitor the key processes and priorities associated with school improvement planning in schools, other establishments and teaching services to raise attainment and achievement.

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

To identify and promote effective practice in the classroom and elsewhere.

To plan and, where appropriate, deliver CPD.

To manage the provision of curricular advice and preparation of an annual improvement plan for particular subjects in accordance with local and national priorities involving stakeholders such as Principal Teachers.

To analyse and use performance information to support and challenge schools, other establishments and teaching services as appropriate to improve attainment and wider achievement

To support schools, other establishments and teaching services in achieving quality improvements, through the provision of support for rigorous self-evaluation processes.

To use knowledge of performance data in schools, other establishments and teaching services to inform strategic planning and policy development.

To support and advise the Schools and Lifelong Learning Service Managers in their strategic roles in the continuous improvement agenda.

To contribute to the provision of advice for the Council's Executive Director of Communities and Families and Heads of Service on quality improvement or curriculum.

To contribute towards, and assist in, promoting a co-ordinated approach to key functions of the service including the preparation of policy documents and guidelines.

Coordinate the recruitment and selection procedures for headteachers and participate in the recruitment of promoted staff in schools, as required.

To assist in ensuring that the team provides a high quality and cost effective service that is responsive to the needs of schools, other establishments and teaching services and reflects fully the Council's commitment to Best Value.

Maintaining accurate and up to date records.

Supporting working groups.

The postholder will undertake any other relevant and appropriate duties as determined by the Executive Director of Communities and Families.

Supervision and Management of People

Line management responsibilities for a team of Quality Improvement Education Officers and Development Officers on secondment as necessary.

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 and advising the direct reports and their teams accordingly.

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.

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 a team of Quality Improvement Education Officers 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 education 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.

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

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post