



POST TITLE	DEVELOPMENT OFFICER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The role of the Development Officer (Curriculum and Pedagogy) is, in collaboration with other members of the Senior Leadership Team, to develop high quality pedagogy and curriculum to improve outcomes for pupils. As such, the Development Officer would be expected to be an experienced professional with a proven ability to lead school improvement.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Develop and deliver high quality professional learning to promote effective teaching and learning.
- Support staff to embed a culture of high-quality teaching and learning.
- Identify and share creative and innovative practice in teaching and learning.
- Lead and support enquiry-based approaches to improve the quality of teaching and learning.
- Use data to evaluate the impact of improvement.
- Develop and manage projects as appropriate to knowledge and experience.
- Collaborate to promote good practice with colleagues across the learning community.
- Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by all staff.

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.
- An ability to design and deliver high quality professional learning.
- Sound knowledge of current national and local authority priorities, particularly in learning, teaching and curriculum.
- 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.**
- **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.**
- **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 leading and supporting staff, managing priorities with both short and long term objectives, and developing proactive strategic activities. Within those challenges, the postholder has some flexibility around the management of their time across the day/week.**
- **The post may include a part time teaching commitment.**
- **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](#).

Employee Specification

Development Officer	Essential	Desirable
Experience	<p>Successful teaching Experience</p> <p>Experience of active and successful participation in the work of the school</p> <p>Successful experience of contributing to school development planning and policy</p>	<p>Previous supervisory / management experience</p> <p>Already have successfully undertaken at least some of the responsibilities associated with the post of Principal Teacher or Development Officer</p>

	implementation	
Knowledge, Skills and Understanding	<p>Ability to motivate and lead staff</p> <p>Ability to plan and deliver staff training and development</p> <p>Be able to develop (and contribute to) curriculum policy development</p>	Ability to provide leadership and develop leadership in others
Qualifications and Training	Appointment subject to current GTCS Registration	Post-graduate qualification / relevant additional training
Job Specific Requirements	<p>Evidence of a high level of planning and organisational skills</p> <p>Ability to set standards and expectations which challenge and inspire both staff and pupils to high achievement</p> <p>Ability to foster a positive school ethos and develop effective links with parents, other agencies, schools and the wider learning community</p> <p>Demonstrate strategic thinking and the ability to negotiate</p> <p>Effective contribution to the 'wider life' of the school</p>	

Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		