

POST TITLE	SENIOR EDUCATION OFFICER
DIRECTORATE	CHILDREN, EDUCATION AND COMMUNITIES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	HEAD OF EDUCATION
NUMBER OF POST HOLDERS	4 POSTS
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

- To provide operational support to the Heads of Educations in the management of schools and Headteachers

THE WHAT - MAJOR TASKS/JOB ACTIVITIES, INCLUDING

- To provide support to Heads of Education
- To provide support to Headteachers to resolve operational issues in schools
- To provide support to Headteachers and Business Managers with Staffing, Finance and Premises
- To act as the Nominated Officer in HR processes concerning school staff
- To respond to Education Enquiries from Elected Members and members of the public
- To liaise with other City of Council departments and Trade Union representatives

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

- Sound, current knowledge of the education sector
- An ability to build relationships quickly and work closely with colleagues from within and across all sectors
- Knowledge of all issues relating to the recruitment, retention and management of teaching staff
- Knowledge of all phases of Teacher Education, probation and Career Pathways
- Sound knowledge of local and national policy including National Improvement Framework, Curriculum and Qualifications Scotland (secondary)
- Any other business as relevant to the post
- Professional and personal skills including
 - Sound financial awareness to proportionately balance the needs of learners in schools and communities with strategic plans and budgetary constraints
 - well-developed data literacy skills used to interrogate data and plan improvement actions
 - business administration skills
 - working with senior leaders in schools to support and challenge thinking
 - a commitment to the importance of equality and equity in the delivery of service
 - ability to lead and collaborate, lead focused meetings and deliver projects and outcomes
 - ability to manage time, competing priorities and meet deadlines

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

- This is a hybrid post which will require adaptability, good time management and the ability to be mobile and make good use of IT

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

- Line management of Education Business Support colleagues, as required

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.

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