

Recruitment person specification

Post being recruited for: Senior Education Officer

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Person specification

Category	Essential	Desirable
Experience	• GTCS Registration • Recent successful experience at Head Teacher or Depute Head Teacher level • Evidence of experience and expertise in relation to key characteristics of leadership in education, including:- • Making considered decisions and taking responsibility for the outcomes • Delegating and sharing leadership • Encouraging, supporting and motivating people, including pupils, staff and parents • Proven leadership and management experience and expertise at senior leadership level within a school • Successful and varied teaching experience • Ability to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust to achieve required outcomes. • Experience of establishing and developing school policies • Experience of planning, progressing and reviewing • The development of school staff • Working in partnership with parents and external agencies • Ability to analyse and present findings on complex situations, clearly and concisely • Ability to think creatively and develop innovative solutions to complex problems and have excellent communication skills (oral and written) • Ability to adapt to challenges as they arise and ability to make and ensure decisions are made based on need and evidence of impact • Ability to use project management methods to manage financial and other resources to achieve agreed outcomes and targets	• <i>Successful leadership of strategic initiatives</i> • <i>Relevant experience in more than one school</i> • <i>Experience of school timetabling</i>
Knowledge, skills and understanding	• Knowledge of national and local authority policies and curriculum developments • Competence in key areas of Standard for Headship in Scotland or equivalent standard • Experience of school staffing and finance • Competent digital literacy skills	• <i>Coaching skills</i>

Qualifications and training	• Appointment subject to current and full GTCS Registration	
Job specific requirements	• Commitment to an education service of the highest quality • Commitment of lifelong learning • Ability to communicate effectively • Ability to work under pressure • Ability to prioritise and delegate appropriately • Ability to develop and maintain good working relationships • The post is subject to PVG (Protecting Vulnerable Groups) scheme membership.	