

EDUCATION SUPPORT OFFICER

Reference No:	SNCT		
Service:	Education Directorate		
Job Family:	Education Specialist Support	Grade:	ESO1-ESO3

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Work in co-operation with Education Managers, Quality Improvement Officers and others in the Directorate to raise standards in schools, teams and services.

Purpose

To work as part of the Fife Professional Learning Team to assist the raising of standards in line with national priorities, enabling the Education Directorate to satisfy Scottish Government, Education Scotland and Care Commission criteria on performance monitoring and continuous improvement.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

- | | E | D |
|---|---|---|
| • Ability to provide an efficient and effective service | ✓ | |
| • Educated to degree level | ✓ | |
| • Relevant professional teaching qualification | ✓ | |
| • Able to demonstrate knowledge and skills gained through relevant experience in an education role working with children and young people | ✓ | |
| • Full General Teaching Council for Scotland Registration | ✓ | |
| • For posts within Primary you are required to be fully registered with the General Teaching Council for Scotland (GTCS) in Primary. | ✓ | |
| • For posts within Secondary you are required to be fully registered with the General Teaching Council for Scotland (GTCS) in Secondary for the specific subject. | ✓ | |

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Provide a lead role in an area of expertise, including current curricular content and methodology.
Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by the Directorate.
Identify good, effective practice.
Keep abreast of local and national developments including current legislation, curricular content and methodology to support schools and the service, particularly related to their area of expertise.
Contribute to collaborative initiatives and multi-disciplinary activities in schools, teams and services.
Co-ordinate the production of materials and identify resource needs of schools, teams and services.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<ul style="list-style-type: none"> You are required to model all behaviour expected of a teacher in Scotland in line with the relevant Professional Standards. Full registration is required for all Permanent posts, for temporary class teacher posts, provisional GTCS registration in the relevant sector will be considered. Candidates holding GTCS registration in Further Education must also hold Primary or Secondary registration to meet the essential criteria as determined by Fife Council. 	✓ ✓ ✓	
<ul style="list-style-type: none"> Model and promote the shared values of Compassion, Ambition, Respect and Equity in all engagements with customers, colleagues and those we work in partnership with. 	✓	
<ul style="list-style-type: none"> In-depth knowledge of current policy and practice, demonstrating a strong understanding of the current evidence-base and the ability to use this to influence others. 	✓	
<ul style="list-style-type: none"> Strong analytical and problem-solving skills to ensure delivery of an effective strategy and framework that will have significant impact on outcomes and strengthen performance, based on key performance indicators 	✓	
<ul style="list-style-type: none"> A strong understanding of and ability to interpret and use data to inform planning and decision-making, in support of improved outcomes 	✓	
<ul style="list-style-type: none"> Commitment to the value of evidence-based research and data and an advocate for the use of this to achieve change within the Education Directorate arena. 	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Be involved in the initiation, organisation and evaluation of development priorities and ensure that these meet the needs of schools, teams, services and staff through direct personal contact.	<ul style="list-style-type: none">Ability to create “Best Value” solutions to complex challenges and to ensure that resources are used efficiently and effectively	✓	
Liaise with external agencies as approved by the Executive Director of Education and within council guidelines	<ul style="list-style-type: none">Excellent communicator, demonstrating a high level of skill in developing and communicating policy and direction to others.	✓	
Advise on and, as required, participate in, the recruitment and deployment of staff. Advise on the provision of supplies and the design and furnishing of resources.	<ul style="list-style-type: none">Ability to influence internal and external stakeholders, communicating sometimes complex information to senior leaders and external stakeholders, and through style and influence achieve understanding and buy-in.	✓	
Be familiar with all aspects of council Education Directorate policy and be seen as a representative of the Executive Director of the Education Directorate in all aspects of involvement with the Directorate, schools, outside agencies and the regional improvement collaborative	<ul style="list-style-type: none">Ability to identify key areas for improvement and knowledgeable in the use of tools and techniques that support continuous improvement.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Any other appropriate duties, as requested by Management, commensurate with the grade for the post.				
TEACHER (DENOMINATIONAL SCHOOL)		For appointment to a denominational school all teachers are required to be approved as regards religious belief and character by representatives of the church. When seeking approval, a teacher must demonstrate how his/her personal “religious belief and character” enables him/her to undertake the duties of the particular teaching post within the context of a Catholic school. The reference for a Catholic teacher should be provided by the teacher’s parish priest who should be able to testify to the teacher’s personal “religious belief and character”	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>