



Role Profile

Education Development Officer (Child Protection & Health)

Reference No.		Type	
Service	Education & Children's Services		
Job Family	Teachers	Anticipated Grade	EO1-EO3

Purpose

To assist the raising of standards in line with national priorities, enabling the Education & Children's Services Directorate to satisfy Scottish Government, Education Scotland and Care Commission criteria on performance monitoring and continuous improvement.

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 education service to raise standards.

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

Ability to provide an efficient and effective service
 Educated to degree level in a relevant discipline
 Post graduate degree level qualification

E	D
✓	
✓	
	✓

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
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 and schools.	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.	✓	
Identify good, effective practice	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.	✓	
Keep abreast of local and national developments in content and methodology related to their area of expertise	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	✓	
Contribute to collaborative initiatives and multi-disciplinary activities in schools, teams and services within their council and across partners	A strong understanding of and ability to interpret and use data to inform planning and decision-making, in support of improved outcomes	✓	
Co-ordinate the production of materials and identify resource needs	Commitment to the value of evidence-based research and data and an advocate for the use of this to achieve change within the education and children's services arena.	✓	

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Be involved in the initiation, organisation and evaluation of development priorities and ensure that these meet the needs of schools, teams, services, partners and staff through direct personal contact.	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 & Children’s Services and within council guidelines	Excellent communicator, demonstrating a high level of skill in developing and communicating policy and direction to others.	✓	
<p>Advise on and, as required, participate in, the recruitment and deployment of staff</p> <p>Advise on the provision of supplies and the design and furnishing of resources</p>	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 and Children’s Services policy and be seen as a representative of the Executive Director of Education and Children’s Services in all aspects of involvement with the Directorate, schools, outside agencies and the regional improvement collaborative	Ability to identify key areas for improvement and knowledgeable in the use of tools and techniques that support continuous improvement.	✓	
Child Protection & Health			
<p>Represent the Education Service on those multi-agency groups which are deemed necessary by the Head of Education/Education Manager.</p> <p>Act as a source of support, advice and expertise to colleagues on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.</p>	Travel extensively across Fife and occasionally within Scotland	✓	

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<p>Be alert to the specific needs of children in need, those with special educational needs and young carers.</p> <p>Be able to keep detailed, accurate, secure written records of concerns and referrals.</p>			
<p>Undertake child protection and health quality assurance audits in schools to ensure compliance with council policy and national legislation.</p> <p>Ensure the Service policies are known and used appropriately</p>	<p>Knowledge of up to date Child Protection guidance around young people in Scotland to include a knowledge and understanding of Curriculum for Excellence.</p>	✓	
<p>Lead on the development of Child Protection and child health policy and practice for the Education Service.</p> <p>Provide support to Named Persons regarding child protection policy and legislation.</p> <p>Lead on the development and implementation of child protection training for the Education Service.</p>	<p>Recent professional development relevant to child protection.</p>	✓	
<p>Represent the Education Service at Inter-Agency Referral Discussions (IRD), reporting to the Education Manager with a remit for child protection</p> <p>Liaise with schools' Named Persons regarding support for children affected through the IRD process(es).</p>	<p>Experience of creating and maintaining effective professional relationships</p>	✓	
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.			

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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>		