

Role Profile – Education Manager

EDUCATION MANAGER			
Reference No.	SNCT	Type	Individual
Service	Education and Children's Services		
Job Family	Teaching	Grade	T31

Purpose
<p>The Education Manager will lead regional, strategic, area and operational responsibilities related to the core aims and priorities of the Education and Children's Services Directorate plan, as agreed with Heads of Service.</p> <p>The Education Manager will provide the main support in these areas with particular regard to quality assurance, service development, social inclusion and customer care.</p>

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
<p>To provide comprehensive and proportionate quality assurance and development activity for schools, clusters, localities and the Service, with a focus on performance, delivery and partnership working.</p> <p>To undertake a lead strategic role as a member of the Education and Children's Services Directorate Leadership Team.</p> <p>To model and promote the shared values of the Education and Children's Services Directorate in all engagements with customers, colleagues and those you work in partnership with.</p>	<p>Commitment to the vision, values and core priorities of the Education and Children's Services Directorate.</p> <p>A knowledge and understanding of current educational thinking and developments in society, education, and teaching and learning.</p> <p>Educated to degree level and registered or eligible for registration with the General Teaching Council for Scotland.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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
<p>To line manage Senior Officers and Headteachers within the designated functional areas.</p>	<p>Extensive knowledge of national educational developments in curriculum and other areas.</p> <p>A commitment to career-long professional learning, integrity and ethical practice.</p>	<p>✓</p> <p>✓</p>	
<p>To lead and be responsible for the management and development of a portfolio of Fife-wide strategic remits relating to an aspect of the core priorities of the Education and Children’s Services Directorate Plan.</p> <p>To lead teams of officers and Headteachers in delivering a range of E&CS policies and to ensure the effective coordination of advice and support to services/establishments in respect of strategic and locality functions.</p>	<p>Skills in coaching and mentoring colleagues, and developing the coaching and mentoring skills of others.</p> <p>Evidence of success in managing major change and initiatives.</p>	<p>✓</p>	<p>✓</p>
<p>To support and challenge a defined group of schools across all sectors in terms of their leadership, management and continuous improvement related to our core priorities.</p> <p>To contribute to the identification of the professional learning needs of staff within the resources available to the Service.</p>	<p>Additional post-graduate qualification(s) in aspects of educational leadership and management.</p> <p>Evidence of successful participation in the planning, implementation and evaluation of local/national educational policy developments.</p>	<p>✓</p>	<p>✓</p>
<p>To contribute to the collective leadership and management of integrated children’s services at locality level.</p> <p>To ensure the effective implementation of key local and national policy.</p> <p>To prepare and present reports to the Education & Children’s Services Committee, as required.</p> <p>To attend Area Committees, as required.</p>	<p>High level of interpersonal skills and abilities required to lead and manage effectively in the school community.</p> <p>Skills leading collaborative groups to affect change and improvement at school, cluster, local or national level.</p> <p>Ability to communicate effectively; to listen, to express ideas and feelings clearly, engage in professional</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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
<p>To liaise with elected members, Parent Councils and local area teams on complex operational issues associated with designated functional areas and schools.</p> <p>To line manage and lead a designated group of headteachers, team of officers and relevant seconded staff and identify professional learning needs.</p> <p>To monitor and support clusters and schools in key quality improvement processes including improvement planning, on-going self-evaluation and professional learning of staff to raise attainment, close attainment gaps, break the cycle of disadvantage and ensure positive destinations for all learners.</p> <p>To liaise closely with all stakeholders in the local area (including area teams, parent councils and elected members), to respond to concerns, complaints and compliments to ensure the highest standards of customer service.</p> <p>To support Heads of Service in the Professional Review and Development (PRD) and appointment of Headteachers and other senior Officers.</p> <p>To lead team, school and thematic reviews, in partnership with other staff, and prepare reports for Heads of Service.</p> <p>To lead senior officers in the monitoring of team/establishment budgets.</p> <p>To work in collaboration with services, schools and elected members within the local area to support the priorities of the Local Community Plan.</p>	<p>dialogue and constructive feedback, making use of appropriate media in doing so.</p> <p>A clear understanding of confidentiality and can apply that knowledge to all engagements, practices and procedures.</p> <p>Evidence of taking a positive solution-focussed approach to achieving improvement.</p> <p>Skills in engaging critically with current research, literature and policy in society and education.</p> <p>Awareness and understanding of current legislation and national and local agreements in aspects of school leadership and management, e.g. human resource management, additional support needs and child protection.</p> <p>Skills in using a range of evidence to monitor and evaluate improvement and developments to inform decision-making through self-evaluation systems and processes.</p> <p>Knowledge and understanding of the relevant Professional Standards to support self-evaluation as part of your own and others continuous professional learning.</p> <p>Ability to meet the leadership and management requirements of this senior post to support continuous improvement in all schools within areas of responsibility.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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
<p>To ensure that clusters, localities and schools receive all necessary support and advice during and after inspections.</p> <p>Detailed understanding of legislative requirements for Scottish Education.</p> <p>Political sensitivity and a good working knowledge of political processes and procedures.</p> <p>In-depth knowledge of current policy and practice in all sectors of Scottish education.</p> <p>Implementing change based on Scottish Government and Fife Council priorities and developing models of service delivery.</p> <p>Evaluating school performance based on key performance indicators.</p> <p>Ensuring continuous improvement across defined areas of regional, strategic, locality and schools.</p> <p>To contribute to the development of the Education and Children's Services Directorate as a member of the extended Education and Directorate Leadership Teams and to carry out leadership and management tasks within the general scope of the post as may be allocated from time to time by the Heads of Education & Children's Services.</p>	<p>Commitment to the pursuit of excellence in educational standards and quality.</p> <p>Must be able to move between locations.</p> <p>Ability to work flexibly to ensure all duties are carried out.</p> <p>Substantial educational experience with at least moderate years in a senior managerial role.</p> <p>Detailed knowledge and understanding of the National Improvement Framework, Curriculum for Excellence and HGIOS4 standards.</p> <p>Leadership of the development of high quality learning, teaching, curriculum and assessment within a sector(s).</p> <p>Contribution to cluster, local or national developments and discussions to support and enhance the development of others, cross-sector working at all levels and the policy making process.</p> <p>Leadership of collaborative groups focussed on school, cluster, local authority or national improvement priorities.</p> <p>Engagement with literature, research and policy related to service/school improvement priorities, and to support your own professional learning and that of others.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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
Use of high order thinking and creative skills to find solutions to extremely complicated and politically sensitive situations and problems.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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
<p>To liaise closely with other Council departments/services, external agencies and national organisations such as the Scottish Government, COSLA, SQA, Education Scotland and the regional improvement collaborative.</p> <p>In addition, find “Best Value” solutions to complex challenges and to ensure that resources are used efficiently and effectively.</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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

