

EDUCATION MANAGER

Reference No:	SNCT		
Service:	Education Directorate		
Job Family:	Teaching	Grade:	T31

Purpose

The Education Manager will lead regional, strategic, area and operational responsibilities related to the core aims and priorities of the Education Directorate plan, as agreed with Heads of Service.

The Education Manager will provide the main support in these areas with particular regard to quality assurance, service development, social inclusion and customer care.

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 Directorate Leadership Team.</p> <p>To model and promote the shared values of the Education 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 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>For posts within Primary you are required to be fully registered with the General Teaching Council for Scotland (GTCS) in Primary.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>To line manage Senior Officers and Headteachers within the designated functional areas.</p>	<p>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.</p> <p>You are required to model all behaviour expected of a teacher in Scotland in line with the relevant Professional Standards.</p> <p>Full registration is required for all Permanent posts, for temporary class teacher posts, provisional GTCS registration in the relevant sector will be considered.</p> <p>Candidates holding GTCS registration in Further Education must also hold Primary or Secondary registration to meet the essential criteria as determined by Fife Council.</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>✓</p> <p>✓</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 Directorate Plan.</p>	<p>Skills in coaching and mentoring colleagues, and developing the coaching and mentoring skills of others.</p>	<p>✓</p>	

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<p>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>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>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>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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<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 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 the Education Directorate.</p> <p>Use of high order thinking and creative skills to find solutions to extremely complicated and politically sensitive situations and problems.</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>	
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:

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<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>			
<p>TEACHER (DENOMINATIONAL SCHOOL)</p>	<p>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”</p>	<p>✓</p>	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
<p>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.</p>

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.