



# Role Profile

Quality Improvement Officer (Transforming Learning)			
Reference No:	SNCT		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	QO1-QO3

Purpose
<p>A lead role in the development of the strategy to transform learning through the effective deployment of digital technology in schools and early learning centres in Fife. The strategy will aim to ensure our children and young people develop digital skills vital for learning, life and work in an increasingly digital world through wider access to devices and education software, including a 1-1 device approach from P6-S6.</p> <p>Lead the project team, working closely with lead officers across the wider Education Leadership Team, school staff/Headteachers, the Business Solutions Technology Team and external partners to develop the aims, rationale, action plan, measures, communication plan, professional learning programme and deliver the programme of change.</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
Overseeing the development and implementation of the specific strategic priority area(s), focusing on the organisational objectives of improved performance; innovation; the sharing of lessons learned;	<p>Ability to provide an efficient and effective service</p> <p>Educated to degree level</p>	<p>✓</p> <p>✓</p>	

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integration; continuous improvement and competitive advantage of the directorate.	Post graduate degree level qualification  Highly developed literacy, numeracy, IT, analytical and problem-solving skills  Full General Teaching Council for Scotland Registration	  ✓  ✓	✓
Engaging with and influencing partners and stakeholders on key strategic issues, brokering and sharing knowledge for the improvement of outcomes for young people, families and adults and representing the Executive Director in ensuring that local and national priorities are being taken forward appropriately.	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.	✓	
Ensuring that systems and processes for receiving, collating, analysing, synthesising, disseminating, using and reporting information are of the highest quality.	Political sensitivity and a good working knowledge of political processes and procedures.	✓	
Identifying good, effective practice and influencing all aspects of council education and children's services policy and contributing effectively to E&CS achieving its corporate objectives.	In-depth knowledge of current policy and practice in all sectors of Scottish education, demonstrating a strong understanding of the current evidence-base on educational research for improvement and the ability to use this to influence others.	✓	
Collating a range of performance information and ensuring provision of high-quality strategic analysis of key evidence, improving performance information, management information and the evidence-base for decision-making across E&CS and for influencing decision-making amongst key partners.	Strong analytical and problem-solving skills to ensure delivery of an effective strategy and framework that will have significant impact on outcomes and strengthen evaluation of performance, based on key performance indicators.	✓	

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Identifying key areas for improvement, implementing support mechanisms required to allow E&CS, as well as wider stakeholders, to produce high quality research and analysis, and using performance information to challenge partners to improve.	A strong understanding of financial management principles and ability to interpret and use accurate financial data to inform planning and decision-making, with awareness of the wider public expenditure context.	✓	
Leading the E&CS in influencing local, national and international quality improvement in the specific strategic priority area(s) and translating and disseminating this knowledge effectively amongst partners.	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.	✓	
<p>Liaising effectively with key partners to ensure that Fife E&amp;CS Directorate contributes to and influences the agenda across the Education and C&amp;F communities.</p> <p>To work in partnership with parents, other professionals, external agencies and national organisations such as the Scottish Government, COSLA. Education Scotland and the regional improvement collaborative.</p>	Use of high order thinking and creative skills to find solutions to extremely complicated and politically sensitive situations and problems.	✓	
Leading, devising and promoting strategies to manage programmes that will provide intelligence to enable the directorate to prioritise resources and deliver and monitor continuous improvements to services and support the development of evidence-based professional policy advice.	Ability to create "Best Value" solutions to complex challenges and to ensure that resources are used efficiently and effectively.	✓	

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Ensuring that schools, teams and services receive all necessary information, data and advice before, during and after an Inspection, applying procedures associated with inspection, supporting and monitoring the key processes associated with directorate, service and school development planning, including those associated with the NIF and the impact of Pupil Equity Fund.	Excellent communicator, demonstrating a high level of skill in developing and communicating policy and direction to others.	✓	
Improving the quality, scope and effectiveness of operational management information across the Directorate and wider council, including identifying and promoting staff development opportunities within the improvement agenda, and monitoring and reporting on progress made.	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.	✓	
Contributing to improving strategic and business planning and policy development, as well as the rigorous scrutiny of the impact and outcomes, of E&CS.	Ability to identify key areas for improvement and knowledgeable in the use of tools and techniques that support continuous improvement.	✓	
Influencing the wider strategic environment and the development of national policy through engagement with external key stakeholders and providing strategic analysis for key partners to support and inform strategic planning and policy development. Present findings at Committees, Board Meetings, conferences etc.	Ability to manage/appraise aspects of academic research and quality assure results of research.	✓	
Develop clear aims and a strong rationale for change, informed by national and international research.  Make connections across areas all priority areas of Directorate Improvement Plan 23-26 to ensure all opportunities to raise attainment and support equity and inclusion for all children and young people are built into strategic planning.			

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<p>Provide strategic analysis for key stakeholders to support and inform strategic planning and implementation of the strategy.</p> <p>Develop a robust action plan to ensure delivery of the aims of the strategy in every setting.</p> <p>Work in partnership with the Professional Learning team and external partners to develop a professional learning programme for teachers, support staff and early years officers to ensure a high level of skill and confidence in making effective use of the digital technology to enhance learning, teaching and assessment.</p> <p>Develop a strong communications strategy to ensure engagement with all stakeholders throughout each phase of the programme of change.</p> <p>Ensure clear measures of progress are established for each phase of the programme to support ongoing evaluation of progress and impact.</p> <p>Present progress updates and evaluation of impact at Council Committees, Strategic Meetings, Fife and National conferences.</p> <p>Build capacity across early learning centres, schools and the central team to ensure a sustainable approach to delivering high quality learning and teaching across all settings.</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.