



Role Profile

Professional Learning Co-ordinator

Reference No.	A4897	Type	Individual
Service	Education		
Job Family	Professional 3	Grade	FC9

Purpose

Manage professional learning projects and programmes in specific areas of learning and development activity to drive change and deliver performance improvement.

Co-ordinate the development, implementation and quality assurance arrangements of professional learning programmes and models across the Professional Learning Team in line with strategic priorities including supporting the gathering and processing of data to evidence improvement and inform plans.

Collaborate widely with Directorate, Corporate, Regional and National partners to realise key priorities, and enhance the impact and reach of professional learning opportunities and assessment and moderation approaches.

Line management of Training Officers within the Professional Learning Team, and lead and manage the employability assessment work across the PL Team.

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

Provide support to the Professional Learning Team to plan and manage all aspects of the work including liaison with schools; timetabling and staff

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

Educated to SCQF level 9, which includes a Degree or equivalent, in a related discipline.

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E = Essential Criteria D = Desirable Criteria

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<p>allocation; advertising; measuring impact and reporting on progress; team income generation and costing structures; planning and chairing meetings.</p> <p>Support and develop members of the Professional Learning Team to develop knowledge, understanding and skills required in their roles.</p> <p>Interpreting national guidance to develop programme infrastructure plans, and monitoring arrangements.</p> <p>Work in schools and settings across Fife as required.</p>	<p>Leadership and Management skills</p> <p>Completed the Scottish Improvement Leader (ScIL) Programme or demonstrate a willingness to undertake the programme within the first two years of taking up the post.</p> <p>Knowledge of external influences that may impact on professional learning needs</p> <p>Ability to provide a regular and effective service.</p> <p>Ability to apply policy and legislation into practice</p> <p>Requirement to travel Fife Wide</p>	<p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p></p> <p>√</p> <p></p> <p></p> <p></p> <p></p>
<p>Work collaboratively with a range of senior officers and managers across the directorate, corporate and regionally to plan, measure and evaluate the short and long term impact of universal and intensive professional learning programmes and engagements.</p> <p>Work collaboratively with the Improvement Methodologies Coordinator, Quality Improvement Officers (QIOs), Education Managers and Heads of Service to spread and support effective Quality Improvement (QI) methodologies through the work of the Professional Learning Team. This will include communicating sensitive information about performance and change with a variety of stakeholders.</p>	<p>Experience of designing, developing and delivering presentations and professional learning programmes.</p> <p>Experience of collaborative working, developing and maintaining effective working relationships.</p> <p>Strong organisational and professional awareness</p> <p>Strong understanding of Improvement Methodologies and data collection and analysis for improvement</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p></p> <p></p> <p></p> <p></p>
<p>Line management responsibility for the Training Officers within the Professional Learning Team including planning workflow and delegation of responsibilities, quality assurance, professional review and development and implementation of people management policies.</p> <p>Co-ordination and leading of the Foundation Apprenticeship assessment work across the Professional Learning Team.</p>	<p>Hold the Scottish Qualifications Authority (SQA) assessors qualification or demonstrate a willingness to achieve this within the first year of taking up post.</p> <p>Ability to lead colleagues and challenge performance or practice</p>	<p>√</p> <p>√</p>	<p></p> <p></p>

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<p>This will include co-ordination and allocation of candidates, planning and working in partnership with Fife Workforce Development and Employability teams.</p> <p>Leading the development and delivery of Scottish Vocational Qualifications (SVQ) for Pupil Support Assistants (PSA) in Fife with Scottish Social Services Council (SSSC) registration requirements.</p>	<p>Knowledge of external influences that may impact on professional learning needs.</p> <p>Ability to provide a regular and effective service.</p> <p>IT skills including the use of Office 365, GLOW and range of digital platforms for the purpose of assessment, data analysis and planning.</p>	<p>√</p> <p>√</p> <p>√</p>	
<p>Work collaboratively across the Directorate to support the development of a consistent approach to professional learning.</p> <p>Support the work of the Professional Learning Team to develop and deliver appropriate learning opportunities for all education staff and other professionals in line with national and local priorities.</p> <p>Raising the awareness of Professional Learning and Improvement opportunities offered by the Professional Learning Team and other services and teams within the directorate with all educational establishments and directorate leaders.</p>	<p>Project management skills.</p> <p>Ability to manage competing priorities</p> <p>Analytical approach to problem solving and ability to determine creative and practical solutions.</p> <p>Ability to communicate effectively across a variety of different stakeholder groups.</p> <p>Ability to lead colleagues and challenge performance or practice</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p>Support school teams, through engagements, to build capacity and sustainability within their schools. Models of engagement include intensive school engagements (professional learning, collaboration, shared planning & professional dialogues); universal professional learning courses (open to staff from across the authority) and a variety of tailored professional learning models, responding to need identified by school teams/individual practitioners. Engagements focus on the development of professional practice and effective pedagogy across all areas of the curriculum.</p>	<p>Knowledge and skills in commissioning projects/ reviewing performance and evaluating outcomes.</p> <p>Ability to work to tight deadlines</p> <p>Ability to prioritise conflicting priorities</p>	<p>√</p> <p>√</p> <p>√</p>	
<p>Build links with colleagues from other authorities regionally in order to improve outcomes across the local authorities.</p>	<p>Ability to manage competing priorities</p>	<p>√</p>	

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Represent the Professional Learning Team and the Director on Strategic Working Groups and cross-sector projects as required. These will be in line with the role grade and include leading impactful training on Coaching Approaches locally and nationally.	Experience of collaborative working, developing and maintaining effective working relationships.	√	
Coordinate the Assessment and Moderation Networks in Fife. Provide support, guidance and leadership to the Network leads and facilitators on planning and evaluation impact. Collaborate with other authority partners and Education Scotland. Providing support and guidance to staff undertaking Professional Review and Development (PRD). Undertaking all other duties as required for the role. Duties will be in line with the grade.	Strong organisational and professional awareness. Experience of collaborative working, developing and maintaining effective working relationships.	√ √	
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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Job Title (Specialists Tasks)			

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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.