

JOB DESCRIPTION – QUALITY IMPROVEMENT EDUCATION OFFICER

IDENTIFICATION

Post Title:	Quality Improvement Education Officer	Post Ref:	
Section:	Children and Families Service (Education, Learning & Inclusion)	Grade:	SNCT QIO
Responsible to:	Strategic Education Manager		
Responsible for:			

JOB PURPOSE

As a member of the Education Extended Leadership Team, ensure the Council's Vision, Values and Priorities are delivered through the strategic leadership and development of aspects of education, learning and inclusion services, ensuring effectiveness and efficiency to deliver national and local improvement priorities.

- Placing the human rights and needs of every child and young person at the centre of education
- Improving children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improving skills and sustained, positive school-leaver destinations for all young people
- Improving attainment and achievement, particularly in literacy and numeracy.

In the above context, the Quality Improvement Education Officer (QIEO) has leadership responsibility for team members within the service.

PRINCIPAL WORKING CONTACTS

Children and Families Service Senior Leadership Team
Quality Improvement Education Officers and Education Support Officers
Senior/ Service Managers and Strategic Education Managers
Head Teachers and Depute Head Teachers
Elected Members
Business and Resource Support Team
Professional Associations/ Trade Unions
Education Scotland and HMI/ Care Inspectorate/ Other national bodies
Children, Young People, Parents and Carers
Other Council Services and Children and Families Service's teams
Lead Officers in Neighbouring Local Authorities

MAIN DUTIES

The duties and responsibilities contained within this job profile should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The job profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

To work as a member of the Education, Learning and Inclusion Extended Leadership Team to:

Quality Improvement

- contribute to the processes of school improvement and assurance of quality in the work of specified schools and service areas
- support all aspects of the school improvement planning process in specified link schools and ensure articulation between school plans and Authority plans/priorities in line with GIRFEC
- be able to analyse and use performance information to support and challenge educational establishments to improve
- in partnership with schools, gather and examine a range of school performance data/information to inform school improvement priorities and related actions
- in partnership with schools, devise and promote strategies to address aspects of school improvement, monitor the impact of such strategies and write progress reports
- lead, support and participate, as appropriate, in revised authority Collaborative Improvement Visits
- support procedures associated with HM school inspections including HM pre-inspection and follow-through activities, and preparing reports for Scrutiny Committee
- draw on their knowledge of schools to support and inform strategic planning and policy development

Professional Learning and Curriculum Development

- in partnership with schools and others, including the Pedagogy Team, plan, deliver and co-ordinate professional learning opportunities for school teaching and support staff
- support curriculum development and quality improvement projects/initiatives in response to needs identified within/by link schools
- undertake lead responsibilities for one or more areas of the curriculum/pupil entitlements including pupil support/support for learners
- ensure that local Authority (and National) priority areas and targets are taken forward appropriately by schools and service areas
- identify good, effective practice, including classroom practice and facilitate strategies for the sharing and dissemination of such practice in line with the service's Every Dundee Learner Matters improvement strategy
- to attend, support and facilitate a number of local, regional and national professional networks including curriculum and pupil support/support for learners' networks
- where appropriate, to support and supervise the work of other central staff, including Education Support Officers

Partnership Working/Other

- be familiar with all aspects of Council education policy and be seen as a representative of the Head of Education, Learning & Inclusion (Chief Education Officer) when visiting educational establishments or when involved with partner agencies or national bodies
- liaise with other Council Services and external agencies as appropriate

- advise and as required, participate in the appointment of senior promoted posts in schools
- undertake other duties appropriate to the post as directed by the Executive Director (Children and Families Service) and/ or Head of Education, Learning & Inclusion (Chief Education Officer)

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Quality Improvement Education Officer (QIEO)

DIVISION/DEPARTMENT SECTION: Children and Families Service (Education, Learning and Inclusion)

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree or equivalent GTCS Registration.	Leadership and/ or Management qualification	Application form/interview
RELEVANT WORK/OTHER EXPERIENCE	Proven teaching experience. Proven leadership and management experience and expertise at senior management level in an education establishment. Significant professional competence and expertise within a related discipline. Experience of developing and delivering professional learning. Experience of performance improvement monitoring and analysing performance information. Evidence of very effective practice in and understanding of high-quality learning and teaching, and experience of promoting and improving effective learning and teaching. Experience of the use of attainment and performance data to improve standards. Good working knowledge of legislation and statutory duties in related field.	Awareness of working within a socio-economic area of deprivation. Working knowledge of equalities and additional support for learning legislation. Experience of working with other Council Services and external agencies. Involvement in self-evaluation and quality assurance activities at a cluster/ local authority level.	Application form/interview
PARTICULAR SKILLS/ABILITIES	Self-aware with ability to exercise and demonstrate sound judgement, not only in making decisions but in when to seek advice and involve others.	Experience of developing effective and productive links with Elected Members and working successfully in a political environment.	Application form/interview

	Highly developed written, oral, interpersonal and presentation skills. Ability to both lead teams and be a productive team member. Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions. Capacity to work under pressure to meet deadlines, satisfy political objectives and organisational priorities. Clear understanding of national policy drivers.		
PERSONAL QUALITIES	Works with integrity, building and maintaining effective working relationships with pupils, staff, parents, and other agencies. Ability to build positive working relationships at all levels. Ability to adapt and support others in response to change. Ability to deliver high quality work within agreed timescales. Ability to creatively identify and/or propose solutions. Highly motivated. Inspires confidence in others.		Application form/interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Maintain registration with The General Teaching Council for Scotland. Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Application form