

November 2020

1. JOB IDENTITY

Post Title:	Quality Improvement Manager	Service:	Education and Children's Services
Section:	Education	Grade:	TCH – QIM Point 1
Reports to:	Head of Service (Education)		

2. JOB PURPOSE

- Line manage Quality Improvement Officers, providing a lead role in raising standards in line with National Priorities, thus enabling councils to satisfy Her Majesty's Inspectorate of Education (HMIE) criteria on performance monitoring and continuous improvement

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Play a key role in Follow Through Inspections of schools in co-operation with HMIE
- Be familiar with all aspects of council education policy and be seen as a representative of their Director of Education when visiting schools or when involved with outside agencies
- Analyse and use performance information to challenge schools to improve
- Collate a range of performance information about schools in the council area and use this information in a systematic way with school management and directorate
- Devise and promote strategies to address areas where performance should be improved, monitor such strategies, and write reports on progress made
- Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by schools
- Identify good, effective practice, including classroom practice
- Identify and promote staff development opportunities within the improvement agenda
- Advise on and as required, participate in the appointment of senior promoted posts in schools
- Draw on their knowledge of schools to support and inform strategic planning and policy development
- Support and monitor the key processes associated with school development planning in schools
- Apply procedures associated with HMIE inspection of schools, including those associated with Follow Through Reports

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Education to degree or equivalent level
 - GTCS registered
- Desirable:**
- Additional education and / or management qualifications

5. EXPERIENCE

- Essential:**
- Management experience within an Educational or Early Years environment
 - Experience of leading and managing change
 - Experience of providing appropriate levels of support and challenge to individuals
 - Experience of contributing to service and corporate working
 - Experience of analysing and interpreting a full range of performance information
 - IT skills with the ability to use Microsoft Office packages
- Desirable:**
- Participation in recent professional development activities in learning and teaching

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work in partnership with other agencies
 - Demonstrate a clear understanding of national and corporate imperatives
 - Demonstrate effective management skills and ability to prioritise own workload, work on own initiative and work collaboratively as part of a team
 - Demonstrate a clear understanding of the role and responsibilities associated with this post
 - Demonstrate commitment to and competence in addressing the continuous improvement agenda
 - Excellent interpersonal and communication skills to support and motivate teams in all aspects of service delivery
 - Resourceful with the ability to think creatively
 - Ability to provide leadership in implementing strategies to improve the quality of education for all
 - Proven ability to manage projects to meet timescales and deadlines and secure improvement
 - Ability to communicate effectively, both orally and in writing, at all levels
 - A reflective practitioner with the ability to articulate a clear vision for organisational improvement in specific contexts

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Ability to travel within Aberdeenshire It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	This is a Politically Restricted position as identified by the Local Government and Housing Act 1989. Further information on restrictions as a result of this designation is available by visiting the recruitment pages