

EDUCATION AND SOCIAL CARE

# SECONDMENT OPPORTUNITY

ACTING QUALITY IMPROVEMENT OFFICER £51,174 - £57,102

(until 30th June 2016)

Applications are invited for the above-mentioned secondment. The vacancy arises as a result of the substantive postholder taking up another position within the authority.

Prospective candidates who wish to discuss the post informally may telephone Vivienne Cross, Acting Head of Schools and Curriculum Development, Education and Social Care, The Moray Council, High Street, Elgin, IV30 1BX (01343 563094) [vivienne.cross@moray.gov.uk](mailto:vivienne.cross@moray.gov.uk)

The application form, reference form and job description are attached. Completed application forms should be returned to:

Vivienne Cross

Acting Head of Schools and Curriculum Development

Education and Social Care

The Moray Council

High Street

ELGIN

IV30 1BX

Closing date for the post is 12.00pm on Friday 4th December 2015

Proposed interview date will be Monday 14th December 2015 (pm)

Proposed start date will be 1st February 2016

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|  | EDUCATION AND SOCIAL CARE ACTING QUALITY IMPROVEMENT OFFICER |

Surname: ……………………………… Forenames: ……….…………………….………….

Preferred Title:…………… Payroll No: MC TCH …………………… GTC No:.........................

Home Address ………………………………………………………………………………..

…………………………………………………………………………….…………………..

Postcode……………… Tel No …………..……….…… E-mail:………………….………

School …………………..…………………….. Post ………………..…………..…………

Signature ……………………………………… Date ………………………………………

Please state why you consider you are a suitable candidate for this post:

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(Continuation from page 1)

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Completed application forms should be returned to:

Vivienne Cross

Acting Head of Schools and Curriculum Development

Education and Social Care

The Moray Council

High Street

ELGIN

IV30 1BX

The closing date for the post is 12.00pm Friday 4th December 2015

Please ask your line manager to complete the attached report before forwarding to:

Mrs Vivienne Cross, Acting Head of Schools and Curriculum Development, Education and Social Care, The Moray Council, High Street, Elgin IV30 1BX no later than Monday 14th December 2015.

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| Brief Comments by Line Manager |

Signature of Line Manager ………………………………. Date ……………………

Signature of Applicant …………………………………… Date ……………………..

(having seen this report)

THE MORAY COUNCIL

JOB DESCRIPTION

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| (1) JOB IDENTITY |
| POST TITLE: Quality Improvement Officer DEPARTMENT: Education and Social Care  SECTION: Schools and Curriculum Development LOCATION: HQ, Elgin  REPORT TO: Head of Schools and Curriculum Development  GRADE: POST REF NO: |
| (2) JOB PURPOSE AND WAY OF WORKING |
| To support educational establishments in the identification and meeting of curricular and professional development needs and to support the Council implementation of major national and local authority priorities, including Curriculum for Excellence.  To support establishments and Area School Groups in service delivery.  To be thoroughly familiar with The Moray Council policies as they relate to education and to ensure that establishments/services are aware of and operate within these policies.  To assist and support in the implementation, monitoring and evaluation of the Council’s professional review and development programmes.  To assist, as appropriate, in the preparation and presentation of reports and briefing papers including those for Council Committees.  Extend and develop networks, integrated thinking and approaches to maximise opportunities and enable services to be managed in a complex and changing environment |
| (3) MAJOR TASKS |
| Under the direction of the Director of Education and Social Care:   * 1. To contribute towards the management and the delivery of The Quality Improvement Agenda.   2. To participate in the application of Best Value.   3. To monitor and track service performance.   4. To lead the implementation of curriculum development.   5. To undertake appropriate duties in relation to a number of Associated Schools Groups.   6. To undertake any other duties as required by the Director of Education and Social Care where such duties are appropriate to both the grade and the primary functions of the post.   7. To undertake lead officer role in specific aspects of service delivery including advice and support to Strategy Group |
| (4) REPORTING RELATIONSHIPS This job is indicated by \* |
| Director of Education and Social Care  Head of Schools and Curriculum Development    \*Quality Improvement Officer |

*SIGNATURES AND ADMINISTRATION ONLY*

|  |  |  |
| --- | --- | --- |
| *Author’s Signature:  Postholder’s Name:  Supervisor’s Name:* | *Validator’s Signature:  Signature:  Signature:* | *Date:  Date:  Date:* |

JOB DESCRIPTION Cont/d ...

| (5) DUTIES TYPICALLY INCLUDE: |
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| Specific areas of activity related to the post at the present time are:   * 1. Quality Improvement      1. To support and guide Head Teachers in their duties      2. To support school and service self-evaluation      3. To help schools prior to and during inspection and to support them post inspection      4. To support School Improvement Planning and Standards and Quality Reporting      5. To support and challenge schools in terms of raising achievement and attainment      6. To investigate parental complaints against Head Teachers/service delivery   2. Best Value      1. To promote the effective use of appropriate Quality Indicators      2. To develop and share best practice in service delivery      3. To adhere to the principles of Quality Management in Education      4. To assist in Best Value Reviews as appropriate   3. Curriculum Development      1. To play a lead role in the development and implementation of Curriculum for Excellence      2. To support the development of policies in relation to education across Moray      3. To support and guide the work of other officers within the Schools and Curriculum Development section      4. To support progression through the education system from 3 to 18 and promote cross sector working      5. To support and promote professional development activities   4. ASG Officer      1. Responsible for a number of Associated Schools Groups      2. Advise and be involved in Head Teacher and Depute Head Teacher appointments from initial advertisement to final interview stages.   5. Other Duties - as required      1. Carry out Head Teacher PR&D in line with Council policy.      2. To liaise and work co-operatively with appropriate national and local agencies      3. To maintain an awareness of national priorities and current educational developments.      4. To represent the authority at conferences, meetings, working parties at local, national and international levels as appropriate.      5. To liaise and work co-operatively with other Council departments      6. To participate in the Council’s employee review and development programme.      7. To advise Elected Members as appropriate   The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.  Please note that the finalised remit will be agreed with the postholder, taking account of their strengths and the ongoing review of the remits of all Quality Improvement Officers. |

**THE MORAY COUNCIL**

**PERSON SPECIFICATION**

**Post:** Quality Improvement Officer

**Department:** Education and Social Care

**Date Specification Completed:** 7th June 2013

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL *The minimum acceptable levels for safe and effective job performance*** | **DESIRABLE *The attributes of the ideal  candidate*** |
| --- | --- | --- |
| 1. **Experience** | Experience of a promoted post in a school at Principal Teacher level or above. | Previous experience in educational development outwith schools settings, for example, secondment on a specific task basis or as a member of local/national working groups. |
| 1. **Education & qualifications\*** | Education to Degree or equivalent level. | Post Graduate Diplomas/Degrees in Education and related areas |
| 1. **Skills/abilities (general)** | Ability to work as part of a team and also on own initiative.  Ability to prioritise own workload  High degree of IT skills including experience of spreadsheets and word processing | A knowledge of data analysis, databases and management information systems |
| 1. **Skills/abilities specific to post\*** | A deep knowledge and understanding of curriculum development and learning and teaching. |  |
| 1. **Inter-personal & social skills** | Self-motivating; able to work independently but with equal commitment to team working; High level of networking and interpersonal skills; the ability to work under pressure to timescales; persuasive and effective negotiator; highly articulate communicator, both verbally and in written form | Experience of using coaching and mentoring techniques. |
| 1. **Health and physical attributes** | Ability and willingness to undertake both office and  non-office based tasks.  Ability and willingness to attend meetings and events outwith office hours, including periods away from home, when required.  You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the service. Due to the rural nature of Moray this is normally undertaken by the use of a car. |  |

Membership of the PVG scheme required? YES

Satisfactory pre-employment medical screening required? NO