

**SECONDMENT OPPORTUNITY**

**EDUCATION SUPPORT OFFICER**

**(GIRFEC/HWB)**

**RE-ADVERT**

**Until June 2017**

This post has arisen as a result of a need to progress work around the expectations from Children and Young People’s Act, Rights Respecting Schools and Health and Well Being across Moray Schools in line with National expectation. Due to the work to date there is also an identified need to put in place Quality Assurance procedures so that the work is sustainable and a benchmark of practice is known across Moray. You will be working with a small team of support officers and Quality Improvement Officers within headquarters.

If you would like to discuss any aspects of this post prior to submitting an application, please call Vivienne Cross, Head of Schools and Curriculum Development, Education and Social Care, 01343 563411 or e mail vivienne.cross@moray.gov.uk

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

**Vivienne Cross**

**Head of Schools and Curriculum Development**

**Education and Social Care**

**The Moray Council**

**High Street**

**ELGIN**

**IV30 1BX**

Closing date: Monday 6th June 2016 (12noon)

Proposed Interview date: Monday 13th June (pm)

Start date: August 2016

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|  | EDUCATION AND SOCIAL CARE**EDUCATION SUPPORT OFFICER (Girfec/HWB)** |

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

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

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

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 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**

**Head of Schools and Curriculum Development**

**Education and Social Care**

**The Moray Council**

**High Street**

**ELGIN**

**IV30 1BX**

**Closing date: 12 noon Monday 6th June 2016**

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

**Vivienne Cross, Head of Schools and Curriculum Development, Education and Social Care, The Moray Council, High Street, ELGIN, IV30 1BX** before Monday 13th June 2016.

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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:** Education Development Officer **(Girfec/HWB)****DEPARTMENT:** Education and Social Care**SECTION:** Schools and Curriculum Development **LOCATION:** **REPORT TO:** Quality Improvement Officer **GRADE:** Education Support Officer |

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| **(2) JOB PURPOSE AND WAY OF WORKING** |
| * **To support the strategic development and implementation of Getting it Right for Every Child (GIRFEC) across Moray schools and pre school centres as well as broader curriculum support for Health and Well Being**
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| **(3) MAJOR TASKS**  |
| **3.1 To ensure GIRFEC is fully embedded in practice across all Moray’s schools and pre school settings****3.2 To support Children’s Rights across Moray’s schools and pre school settings****3.3 To lead developments in relation to promoting the “wellbeing classroom” by further developing Nurture, Solution Oriented Practice, and Restorative Practice****3.4 To advise the Head of Schools and Curriculum Development in relation to all matters pertaining to GIRFEC policy and practice****3.5 To support the development and roll out of IT systems/solutions to support the Named Person role3.6 To support quality assurance in terms of the major tasks above3.7 To provide broad support for the development of the curriculum in terms of health and well being** |
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| **(4) REPORTING RELATIONSHIPS This job is indicated by \*** |
| **Head of Schools, Curriculum and Development****Education Support Officer\*** |

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| **5 DUTIES TYPICALLY INCLUDE:** |
| **5.1 To ensure GIRFEC is fully embedded in practice across all Moray’s schools and pre school settings***5.1.1 To work with Head Teachers and other managers in embedding GIRFEC-compliant policy and practice**5.1.2 To support managers in implementing GIRFEC in their own settings**5.1.3 To provide CPD to staff in relation to the GIRFEC agenda**5.1.4 To be lead officer for evaluating wellbeing and child planning processes in schools and nurseries***5.2 To support Children’s Rights across Moray’s schools and pre school settings***5.2.1 To further raise awareness of and support Children’s Rights among school staff, young people and parents**5.2.2 To attend Strategic Lead meetings in relation to Rights Respecting Schools Award**5.2.3 To support schools in achieving their Rights Respecting School Award**5.2.4 To provide CPD to staff in relation to Children’s Rights***5.3 To lead developments in relation to promoting the “wellbeing classroom” by further developing Nurture, Solution Oriented Practice, and Restorative Practice***5.3.1 To support schools and work with partners in providing support and training to schools and staff in relation to wellbeing, nurture, solution oriented practice and restorative practice***5.4 To advise the Head of Schools and Curriculum Development and Quality Improvement Officers in relation to all matters pertaining to GIRFEC policy and practice***5.4.1 To attend national meetings and conferences in relation to the GIRFEC agenda**5.4.2 To develop and implement local policy and guidance for schools and pre-school settings***5.5 To support the development and roll out of IT systems/solutions to support the Named Person role***5.5.1 To support schools and staff in their implementation of various applications of SEEMiS including the wellbeing application***5.6 To support quality assurance in terms of the above***5.6.1 To support schools and staff in terms of moderation of practice within their setting and across Moray***5.7 To provide broad support for the development of the curriculum in terms of health and well being***5.7.1 To disseminate materials and resources which are available nationally as well as provide support with SALs and assessment and moderation***The above is an indication of the duties which will normally be expected of the postholder. However, it is not an exhaustive list and the postholder may be required to undertake other duties, which are within the broad scope of the post. The post may develop with changing working methods and to address developing service priorities; therefore, the duties will be subject to reasonable change. There is a general requirement that all staff work flexibly and co-operatively to ensure that service priorities are met.** |

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| **HEALTH & SAFETY** |
| **Complying with all Health & Safety requirements and provisions and ensuring that safe working practices are adopted and that all equipment is operated safely.**1. **Emergencies**

 **Made aware of emergency procedures for evacuation of buildings.**1. **Policy and Procedures on AIDS and Hepatitis B**

 **Made aware of the Council's Policy and Procedures. Routine use of disposable gloves when dealing with toileting, accidents involving blood, vomit, excreta.** |

***SIGNATURES AND ADMINISTRATION ONLY***

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

**THE MORAY COUNCIL**

**PERSON SPECIFICATION**

**Post:** Education Support Officer (GIRFEC/HWB)

**Department:** Education and Social Care

**Date Specification Completed:** 3 May 2016

**Prepared by:** Vivienne Cross

**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*** |
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| 1. Experience
 | Recent experience of teaching in a school or pre-school setting.Proven track record in leading effective learning & teaching developments and in effectively meeting learners’ needs.Proven track record in improving children’s learning experiences and in raising or maintaining standards of attainment and achievement. | Participation in authority or national initiatives.Experience of assessing training needs, managing and delivering relevant training.Engagement in work relating to meeting learning needs |
| 1. Education & qualifications
 | Education to Degree or equivalent level.GTCS registeredParticipation in relevant recent professional development relating to GIRFEC and children’s wellbeing | Additional education and/or management qualifications. |
| 1. Skills/abilities (general)
 | Ability to provide support in implementing strategies to improve how we best meet learner needs and get it right for every child.Ability to assume responsibility for specific tasks and deliver successful outcomes.Ability to inspire and motivate others.Ability to work on own initiative and collaboratively as part of a team.Ability to prioritise own workload.Ability to communicate effectively, both orally and in writing, at all levels.Ability to prepare evaluative and developmental reports for a variety of audiences. | Ability to initiate and undertake appropriate action researchAbility to model learning by being a “leading learner”Ability to manage projects to meet timescales and deadlines and secure improvement. |
| 1. Skills/abilities specific to post
 | Ability to promote, through staff development activities, strategies which encourage the continued successful implementation of GIRFEC.Proven track record of working constructively with colleagues in a staff development role.Ability to provide constructive feedback to individuals and identify appropriate changes to provision.Effective ICT skills, including working knowledge of standard word-processing and presentations.Ability to evaluate the impact of developments  | Ability to use enquiry or research-based approaches to promoting change.Ability to think systematically and creatively. |
| 1. Inter-personal & social skills
 | Effective inter-personal skills with ability to advise staff at all levels.Evidence of monitoring and supporting others.Ability and confidence to work effectively with a range of people in other agencies to support educational improvement. | Ability to articulate a clear vision for organisational improvement in specific contexts. |
| 1. Working environment & 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 use of a car.** |  |