

**SECONDMENT OPPORTUNITY**

**EDUCATION SUPPORT OFFICER**

**(Professional Development)**

**23 month secondment opportunity**

This secondment is an ideal professional development opportunity for any member of staff wishing to add value on their leadership journey.  Working in the central officer team will provide you with experience within and across the Authority as well gaining a national perspective of current Educational priorities.  You will lead the many programmes in our leadership framework as well as work closely with our partner Universities and other national bodies.  Close working with the central team as well as many opportunities to develop your own leadership abilities with 23 months to ensure impact and outcomes for all leaders and potential leaders in Moray.

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](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**

**Head of Schools and Curriculum Development**

**Education and Social Care**

**The Moray Council**

**High Street**

**ELGIN**

**IV30 1BX**

Closing date: Friday 2nd September 2016 (12noon)

Proposed Interview date: Friday 16th September 2016

Start date: as soon as possible after appointment

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|  | EDUCATION AND SOCIAL CARE **EDUCATION SUPPORT OFFICER**  **(Professional Development)** |

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**

**Head of Schools and Curriculum Development**

**Education and Social Care**

**The Moray Council**

**High Street**

**ELGIN**

**IV30 1BX**

**Closing date: 12 noon Friday 2nd September 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 Friday 16th September 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 Support Officer (Professional Learning)  **DEPARTMENT:** Education and Social Care  **SECTION:** Schools and Curriculum Development **LOCATION:** HQ  **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 of Professional Learning practice across the Moray Council * To provide support to schools and partners in the development of CPD and Career Long Professional Learning * To provide support to newly qualified and student teachers and to provide support to schools hosting newly qualified and student teachers * To develop and deliver Moray’s leadership framework and leadership/management development programme |

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| **(3) MAJOR TASKS** |
| * To deliver training to schools and central based staff as appropriate * To attend national meetings relating to the remit * To identify and share good practice in the areas remitted to the post * To keep abreast of current national developments, including the new revised suite of national Standards for teachers * To develop the authority’s NQT support programme and associated support package for schools and mentors in partnership with universities * To ensure appropriate mechanisms are in place to effectively support our leadership and management strategy * To provide CLPL for staff in schools and to guide the work of the Professional Development Leaders Group * To lead and develop our system of Professional Review and Development and Professional Update * To work with other officers to support Curriculum for Excellence implementation * To be authority’s main link with universities, SCEL and the General Teaching Council for Scotland (GTCS) * To oversee the implementation of Moray’s response to “Teaching Scotland’s Future”. * Authority link with CPD coordinators in neighbouring authorities |

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| **(4) REPORTING RELATIONSHIPS This job is indicated by \*** |
| **Head of Schools, Curriculum and Development**  **Quality Improvement Officer**  **Education Support Officer\*** |

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| **5 ACTIVITIES** |
| * Audit schools’ CPD requirements in terms of the new revised GRCS Standards * Provide CPD to schools and revamp the current NQT support programme * Develop and plan the implementation of Moray’s response to “Teaching Scotland’s Future” * Attend seminars, courses and meetings as appropriate. * Liaise with Education Scotland, other authorities, universities and providers * To develop Moray’s CPD Strategy and Leadership and Management Development programme   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 Development Officer (Professional Learning)

**Department:** Education and Social Care

**Date Specification Completed:** 7 April 2015

**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 | Experience in a teaching post | Participation in authority or national initiatives.  Experience in delivering training courses  Knowledge and experience of development work both within and across schools. |
| 1. Education & qualifications | Education to Degree or equivalent level.  GTCS registered | Additional education and/or management qualifications.  Participation in appropriate professional development. |
| 1. Skills/abilities (general) | Ability to work on own initiative and collaboratively as part of a team.  Ability to prioritise own workload. |  |
| 1. Skills/abilities specific to post | Awareness and understanding of the implication of current developments in relation to teacher development and teacher education  A working knowledge and understanding of the principles of Curriculum for Excellence and GLOW |  |
| 1. Inter-personal & social skills | Ability to communicate clearly, confidently and advise staff at all levels improvement. |  |
| 1. Health & 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. |  |