

## EDUCATION SUPPORT OFFICER

|               |           |                   |           |
|---------------|-----------|-------------------|-----------|
| Reference No. |           | Type              | Generic   |
| Service       | Education |                   |           |
| Job Family    |           | Anticipated Grade | ESO1-ESO3 |

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Work in co-operation with Education Managers, Quality Improvement Officers and others in the Directorate to raise standards in schools, teams and services.

Provide a lead role in an area of expertise, including current curricular content and methodology.

Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by the Directorate.

Identify good, effective practice.

### Purpose

To work as part of the Fife Professional Learning Team to assist the raising of standards in line with national priorities, enabling the Education Directorate to satisfy Scottish Government, Education Scotland and Care Commission criteria on performance monitoring and continuous improvement.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

|   | E                | D |
|---|------------------|---|
| <ul style="list-style-type: none"> <li>Ability to provide an efficient and effective service</li> <li>Educated to degree level</li> <li>Relevant professional teaching qualification</li> <li>Able to demonstrate knowledge and skills gained through relevant experience in an education role working with children and young people</li> <li>Full General Teaching Council for Scotland Registration</li> </ul> | ✓<br>✓<br>✓<br>✓ |   |
| <ul style="list-style-type: none"> <li>Model and promote the shared values of Compassion, Ambition, Respect and Equity in all engagements with customers, colleagues and those we work in partnership with.</li> </ul>  | ✓                |   |
| <ul style="list-style-type: none"> <li>In-depth knowledge of current policy and practice, demonstrating a strong understanding of the current evidence-base and the ability to use this to influence others.</li> </ul>   | ✓                |   |

# Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:   | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility  |   | <b>E</b> | <b>D</b> |
|---|--|---|----------|----------|
| Keep abreast of local and national developments including current legislation, curricular content and methodology to support schools and the service, particularly related to their area of expertise.  | <ul style="list-style-type: none"> <li>Strong analytical and problem-solving skills to ensure delivery of an effective strategy and framework that will have significant impact on outcomes and strengthen performance, based on key performance indicators</li> </ul> | ✓ |          |          |
| Contribute to collaborative initiatives and multi-disciplinary activities in schools, teams and services.   | <ul style="list-style-type: none"> <li>A strong understanding of and ability to interpret and use data to inform planning and decision-making, in support of improved outcomes</li> </ul>  | ✓ |          |          |
| Co-ordinate the production of materials and identify resource needs of schools, teams and services.   | <ul style="list-style-type: none"> <li>Commitment to the value of evidence-based research and data and an advocate for the use of this to achieve change within the education and children's services arena.</li> </ul>  | ✓ |          |          |
| Be involved in the initiation, organisation and evaluation of development priorities and ensure that these meet the needs of schools, teams, services and staff through direct personal contact.  | <ul style="list-style-type: none"> <li>Ability to create "Best Value" solutions to complex challenges and to ensure that resources are used efficiently and effectively</li> </ul>   | ✓ |          |          |
| Liaise with external agencies as approved by the Executive Director of Education and within council guidelines  | <ul style="list-style-type: none"> <li>Excellent communicator, demonstrating a high level of skill in developing and communicating policy and direction to others.</li> </ul>  | ✓ |          |          |
| Advise on and, as required, participate in, the recruitment and deployment of staff. Advise on the provision of supplies and the design and furnishing of resources.  | <ul style="list-style-type: none"> <li>Ability to influence internal and external stakeholders, communicating sometimes complex information to senior leaders and external stakeholders, and through style and influence achieve understanding and buy-in.</li> </ul>  | ✓ |          |          |
| Be familiar with all aspects of council Education and Children's Services policy and be seen as a representative of the Executive Director of Education and Children's Service in all aspects of involvement with the Directorate, schools, outside agencies and the regional improvement collaborative | <ul style="list-style-type: none"> <li>Ability to identify key areas for improvement and knowledgeable in the use of tools and techniques that support continuous improvement.</li> </ul>  | ✓ |          |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |  |   |          |          |

# Role Profile

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|--|--|---|----------|----------|
| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |  |   |          |          |
| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:            |  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
|  |  |   |          |          |
| Any other appropriate duties, as requested by Management, commensurate with the grade for the post.  |  |   |          |          |

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|--|---|
| <b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>  |   |
| <b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |   |
| <b>Additional Information</b> – the following information is available:  | <b>Expected Behaviours</b>  |
| <ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>   | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |

| <b>To be completed by Human Resources, Finance and Corporate Services</b> |  |              |  |
|---|--|--------------|--|
| Date created  |  | Line Manager |  |
| Date agreed   |  | Job Analyst  |  |
| Date logged on the HR & Payroll System                                    |  | JE Ref No    |  |