



# Role Profile

## Education Development Officer

Reference No.		Type	
Service	Education		
Job Family	Teacher	Grade	EO1 – EO3

### Purpose

To assist the raising of standards in line with national priorities, enabling the Education & Children’s Services Directorate to satisfy Scottish Government, Education Scotland and Care Commission criteria on performance monitoring and continuous improvement.

<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>
<p>Work in co-operation with Education Managers, Quality Improvement Officers and others in the Directorate to raise standards in schools, teams and services.</p>	<p>Ability to provide an efficient and effective service            Educated to degree level in a relevant discipline            Post graduate degree level qualification in a relevant subject such as Music and able to demonstrate equivalent knowledge and skills gained through relevant experience in a similar role working with young people            Full General Teaching Council for Scotland Registration</p>	<p>✓ ✓ ✓ ✓</p>	
<p>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.</p>	<p>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.</p>	<p>✓</p>	

E = Essential Criteria    D = Desirable Criteria

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Identify good, effective practice.	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.	✓	
Keep abreast of local and national developments in content and methodology related to their area of expertise.	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	✓	
Contribute to collaborative initiatives and multi-disciplinary activities in schools, teams and services.	A strong understanding of and ability to interpret and use data to inform planning and decision-making, in support of improved outcomes	✓	
Co-ordinate the production of materials and identify resource needs of schools, teams and services.	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.	✓	
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.	Ability to create "Best Value" solutions to complex challenges and to ensure that resources are used efficiently and effectively.	✓	
Liaise with external agencies as approved by the Executive Director of Education and within council guidelines	Excellent communicator, demonstrating a high level of skill in developing and communicating policy and direction to others.	✓	
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.	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.	✓	

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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	Ability to identify key areas for improvement and knowledgeable in the use of tools and techniques that support continuous improvement.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			
Manage the instrumental music service and take a strategic lead on the delivery and development of the service, ensuring the provision of a high quality, inspiring and engaging programme across the authority.			
Develop and deliver a Music Strategy for the authority, carrying out a full and robust review of service requirements and managing the design, development and improvement of the music service	Extensive knowledge of the music curriculum and understanding of the contribution of instrumental instruction	✓	

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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	Broad knowledge of GIRFEC, CfE, Building the Ambition, ACEs, SHANNARI Indicators,		
Define, monitor and report on the targets in relation to music activity including pupil numbers, and other statistical information to provide a complete picture of the impact of the service on schools and young people accessing the service.	Experience in a strategic role working with managers and stakeholders Experience or demonstrable knowledge of CfE and SQA National Qualifications and standards relevant to instrumental music and music tuition Extensive knowledge of the music curriculum	✓	

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<p>In conjunction with Secondary Faculty Heads support the management of the team of Instrumental Music Instructors, providing guidance and direction.</p> <p>Manage the recruitment and deployment of staff and ensure compliance with Authority and HR Policies and Procedures in all matters related to staff management.</p>	<p>Ability to lead and motivate team members</p> <p>Knowledge and skills in delivering training to a varied group</p>	✓	
<p>Liaison and collaboration with other partners and providers in the delivery of the service, such as YMI</p> <p>Liaise with stakeholders including Music Departments, school Senior Management Teams and Primary Music Specialists and ensure the appropriate deployment of staff and effective timetables to meet demand and agreed processes and resources in schools to support the delivery of the instrumental music service</p>	<p>Ability to demonstrate experience of musical performance</p> <p>Evidence of working in partnership with schools and stakeholders</p> <p>Working to support parents as partners in pupil's learning</p>	✓	
	<p>Experience of effective and meaningful customer engagement</p>		
<p>Liaise with central staff in the monitoring, evaluating and reporting of tuition charging.</p> <p>Monitor budgets associated with the Instrumental Music Service ensuring compliance with Authority Policy and procedure.</p> <p>Monitor the process of income generation and promote all opportunities to ensure an efficient and cost-effective service</p> <p>Evaluate digital solutions to manage the payment and booking processes.</p> <p>To pursue and secure external funding streams and sponsorship</p>	<p>Considerable experience in a management role, overseeing projects and budget monitoring</p> <p>Knowledge and understanding of legislation and guide related to the Music Service</p> <p>Evidence of ability to develop strategies and procedures in relation to a music service</p>	✓	

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<p>Produce reports as required for example on the budget or on service performance.</p>			
<p>Represent the service on corporate working groups and inter-agency partnership groups and ensure effective cross-sectoral working.</p> <ul style="list-style-type: none"> <li>• Manage the advertisement of the Music Service and promotional activities to highlight the high-quality service for children and young people.</li> <li>• Source, develop, and deliver appropriate learning opportunities for Music Instructors in order to support ongoing professional development and plan, support and deliver in-service activities.</li> <li>• Liaise with Senior Management Teams to manage the storage and requirements for equipment related to the service.</li> <li>• Evaluate digital solutions to manage the payment and booking processes.</li> <li>• Take a lead role in monitoring, recording and responding to school and parental comments and complaints.</li> <li>• Undertake continuous reviews of the service, including instruments and levels of tuition offered.</li> <li>• Ensure the service is accessible for all pupils, including pupils with additional support needs and care experienced pupils and that appropriate equipment and processes are in place.</li> <li>• In conjunction with school management teams, be responsible for health and safety monitoring across the service.</li> <li>• To work with schools to support extra-curricular opportunities for music performances both in schools and led by the Instrumental Music Service.</li> </ul>	<p>Evidence of partnership working with professionals in a relevant context</p>	✓	
<ul style="list-style-type: none"> <li>• Any other appropriate duties, as requested by Management, commensurate with the grade for the post.</li> </ul>			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>