

Role Profile

Quality Improvement Officer



Role identity

Position title	Quality Improvement Officer
Section	Education
Report to	CEOs or Educational Leads of the cluster schools/organisations or those delegated by them. This includes: Capability Scotland's Stanmore House School, Lanark; Mirren Park School, Paisley; East Park School, Maryhill; Crossreach's Waterfront Campus, Erskine; and the Craighalbert Centre, Cumbernauld.
Contract	Consultancy role working across five education and ASN settings

Role purpose and way of working

To support the school in the identification and meeting of curricular and professional development needs.

To support the school with the implementation of major national priorities, including curriculum for excellence.

To be thoroughly familiar with National policies and ensure the school operates within these policies.

To assist and support in the implementation, monitoring and evaluation of the school's professional review and development programme.

To assist, as appropriate, in the preparation and presentation of reports and briefing papers including those for the cluster schools'/organisations' governing bodies.

Extend and develop networks, integrated thinking and approaches to maximise opportunities and enable services to be managed in a complex and changing environment.

Successful candidates to work a suggested three days per term in each education setting – 45 days a year across all schools (flexible and to be confirmed).

Major tasks

- To contribute towards the management and the delivery of The Quality Improvement Agenda.
- To participate in the application of Best Value.
- To monitor and track school/service performance.
- To lead the implementation of curriculum development.

Typical Duties

Specific areas of activity related to the post at the present time are:

Quality Improvement

- To support and guide the Head Teacher in their duties.
- To support the school and service self-evaluation.
- To help the school prior and during inspection and to support them post inspection.
- To support School Improvement Planning and Standards and Quality Reporting.
- To support and challenge the school in terms of raising achievement and attainment.

Best Value

- To promote the effective use of Quality Indicators.
- To develop and share best practice.
- To adhere to the principles of Quality Improvement in Education.
- To assist in Best Value Reviews as appropriate.

Curriculum Development

- To support in the development and implementation of Curriculum for Excellence.
- To support the development of policies in the school.
- To support progression through the education system from 3–18 and promote cross sector working.
- To support and promote professional development activities.

Other duties – as required

- Advise and be involved in Head Teacher, Depute Head Teacher and Principal Teacher appointments from initial advertisement to final interview stages.
- Carry out Head Teacher PRD in line with national policy.
- To maintain an awareness of national priorities and current educational developments.
- To advise governing bodies of cluster schools/organisations as appropriate.

The above is intended to provide a clear but concise statement of the present major tasks and activities of the role. It is not an exhaustive list of all its detailed duties.

Please note that the finalised remit will be agreed with the post holder, taking account of their strengths and the ongoing review of the remits of all Quality Improvement Officers.

Person Specification

Post: Quality Improvement Officer	
Organisation: Cluster schools/organisations as outlined in role identity.	
Experience	
<p>Essential The minimum acceptable levels for safe and effective role performance</p> <ul style="list-style-type: none"> • Experience of a promoted post in a school at Depute Head Teacher level or above. 	<p>Desirable The attributes of the ideal candidate</p> <ul style="list-style-type: none"> • Experience of a promoted post in a school at Depute Head Teacher level or above.
Education and qualifications	
<p>Essential The minimum acceptable levels for safe and effective role performance</p> <ul style="list-style-type: none"> • Education to Degree or equivalent level. 	<p>Desirable The attributes of the ideal candidate</p> <ul style="list-style-type: none"> • Post Graduate Diploma/Degrees in Education and related areas.
Skills/abilities (general)	
<p>Essential The minimum acceptable levels for safe and effective role performance</p> <ul style="list-style-type: none"> • Ability to work as part of a team and also on own initiative. • Ability to prioritise own workload. • High degree of IT skills. 	<p>Desirable The attributes of the ideal candidate</p> <ul style="list-style-type: none"> • A knowledge of data analysis, databases and management and information systems.
Skills / abilities (specific to post)	
<p>Essential The minimum acceptable levels for safe and effective role performance</p> <ul style="list-style-type: none"> • A deep knowledge and understanding of curriculum development and learning and teaching. 	<p>Desirable The attributes of the ideal candidate</p> <ul style="list-style-type: none"> • None.

Continued overleaf

Inter- personal and social skills

Essential

The minimum acceptable levels for safe and effective role performance

- Self-motivating.
- Able to work independently but with equal commitment to team working.
- High level of networking and interpersonal skills.
- Ability to work under pressure to timescales.
- Highly articulate communicator both verbally and in written form.

Desirable

The attributes of the ideal candidate

- Experience of using coaching and mentoring techniques.

Interview Dates

Interviews to take place on Friday 22nd May and Friday 5th June.

Candidates will be required to show these documents if invited for interview:

- Satisfactory disclosure Scotland check required.
- Membership of protecting vulnerable groups scheme – working with children.
- Membership of protecting vulnerable groups scheme – working with vulnerable adults.
- Degree documentation.

Contact

For further information please contact: Clare.McCarron@Capability.Scot

Website links for further information

Stanmore House School – stanmore.capability.scot

Mirren Park School – www.mirrenparkschool.com

East Park School – www.eastpark.org.uk

Crossreach's Erskine Waterfront Campus – www.crossreach.org.uk/our-locations/erskine-waterfront-campus-0

Craighalbert Centre – www.craighalbert.org.uk