

Scottish Negotiating Committee for Teachers

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10 April 2002

Dear Colleague

SNCT/12

SALARIES AND CONDITIONS OF SERVICE AGREEMENT EDUCATION ADVISERS

1. The SNCT has reached agreement on a pay increase to the Advisers' scales with effect from 1 April 2001, 1 April 2002 and 1 April 2003
2. Details of the changes to pay are contained in Appendix 1 to this circular.
3. With effect from 1 August 2002 the title of Adviser will be changed to that of Quality Improvement Officer.
4. From 1 August 2002 an additional contractual 35 hours of continuing professional development (CPD) will be introduced as a maximum for Quality Improvement Officers. Details of these changes are set out in Appendix 2 to this Circular.
5. It has been agreed that at August 2003 Quality Improvement Officers will assimilate to a new pay spine following a job sizing exercise. Specific details on this process will be discussed in the SNCT in the near future.
6. There will not be a detailed set of duties for Quality Improvement Officers in the scheme of pay and conditions of service but a broad definition of the type of work to be carried out and the qualities required from employees in carrying out this type of work. The education authority will set out the specific tasks to be carried out by the Quality Improvement Officers employed in different levels of posts. Details of the role of Quality Improvement Officers are set out in Appendix 3 to this circular.
7. Further advice on the terms of the circular is available from the Joint Secretaries.

Yours sincerely

Dan Brown (Employers' Side)
Ken Wimbor (Teachers' Panel)
John Swift (Scottish Executive)

Joint Secretaries

To: Chief Executives
Directors of Education
Directors of Personnel

Assistant Advisers*

Pupil Population	Existing £	Revised w.e.f. 1/4/01 £	Revised w.e.f. 1/4/02 £	Revised w.e.f. 1/4/03 £
0 – 25,000	27,258	29,166	30,333	31,545
25,001 – 50,000	28,302	30,282	31,494	32,754
50,001 – 75,000	29,463	31,524	32,784	34,095
75,001 – 100,000	30,399	32,526	33,828	35,181
Over 100,000	33,192	35,514	36,936	38,412

Advisers*

Pupil Population	Existing £	Revised w.e.f. 1/4/01 £	Revised w.e.f. 1/4/02 £	Revised w.e.f. 1/4/03 £
0 – 25,000	34,059	36,444	37,902	39,417
25,001 – 50,000	35,358	37,833	39,345	40,920
50,001 – 75,000	36,813	39,390	40,965	42,603
75,001 – 100,000	37,986	40,644	42,270	43,962
Over 100,000	39,291	42,042	43,725	45,474

Senior Advisers*

Existing £	Revised w.e.f. 1/4/01 £	Revised w.e.f. 1/4/02 £	Revised w.e.f. 1/4/03 £
40,326	43,149	44,874	46,668

*Please note that from 1 August 2002 the advisers posts are redesignated Quality Improvement Officers

Changes to Conditions of Service – Advisers*

1. There will be no changes to conditions of service for Advisers to that in the scheme of pay and conditions of service for Advisers other than that an additional contractual 35-hours of CPD per annum will be introduced as a maximum for Quality Improvement Officers. This shall consist of an appropriate balance of personal, professional development, attendance at nationally accredited courses or other CPD activity. This balance will be based on an assessment of individual need taking account of local and national priorities and shall be carried out at an appropriate time and place.
2. Every Adviser will have an annual CPD plan agreed with her/his immediate manager and will be required to maintain an individual CPD record.
3. It is recognised that a quality based framework for professional development will take some time to deliver and therefore Advisers will work towards but not be expected to meet the full commitment until August 2003.

*Please note that From 1 August 2002 the advisers posts are redesignated Quality Improvement Officers

THE ROLE OF QUALITY IMPROVEMENT OFFICERS
IN THE EDUCATION SERVICE

Set out below is an outline of the role of Quality Improvement Officers in the education service. This is not a specific job description since only the education authority will be able to set out the specific tasks to be carried out by the Quality Improvement Officers employed in different levels of posts but a broad definition of the type of work to be carried out and the qualities required of employees in carrying out this type of work.

Quality Improvement Officers will require to:

- Analyse and use performance information to challenge schools to improve.
- Ensure that local authority (and national) priority areas and targets are taken forward appropriately by schools.
- Draw on the knowledge of schools to support and inform strategic planning and policy development.

To do this effectively, Quality Improvement Officers must be able to:

- Display a thorough knowledge of national priorities for education, the education service improvement plan (and related documents within the community planning framework).
 - Support and/or monitor the key processes associated with school development planning in individual schools to raise achievement.
 - Have knowledge and understanding of a range of performance information about the individual school, any related cluster of schools and the whole council area; using this information in a systematic way with school management and directorate.
 - Identify areas of good, effective practice, including classroom practice.
 - Promote strategies to address areas where performance should be improved and monitor the progress of such strategies.
 - Write reports of progress made.
 - Apply procedures associated with HMIE inspection (of schools).
 - Assess key linkages, e.g. school's plan for CPD in the context of the school development plan, and give advice to promote improvement.
 - The role of the Quality Improvement Officer is central to raising achievement in line with national priorities on achievement and attainment and inclusion and equality enabling a council to satisfy the QMIE criteria on performance monitoring and continuous improvement.
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