

ABERDEEN CITY COUNCIL JOB PROFILE

1 Job Details	
Job Title:	Quality Improvement Officer
Job Profile No:	
Directorate:	Education and Children's Services
Service:	Education Services Team
Grade:	Quality Improvement Officer Scale Points 1-3

2 Job Purpose
<p>As a member of the Education Services team, the post holder will have a Quality Improvement responsibility for a group of head teachers/schools in one or more learning communities and the related pupil attainment.</p> <p>The core purpose of this role is to improve educational outcomes and implement effective school improvement strategies. This will mean being the first point of contact for these schools, managing all aspects of the Quality Improvement Framework through the Head Teachers, implementing school improvement approaches and developing impactful school improvement planning.</p> <p>The post holder will also provide leadership for areas of strategy or policy development across all schools/services, as determined by the Head of Education Services. This might include a review of an aspect of the service, or the development of a strategy for a curriculum area.</p>

3 Reporting Relationships
<p>Head of Education Services</p> <p>↓</p> <p>Quality Improvement Manager</p> <p>↓</p> <p>Quality Improvement Officer*</p>
<p>This post is indicated by*</p>

4 Outcomes
<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • support and challenge schools/education services to raise pupil attainment and improve outcomes across Aberdeen City • promote Quality Improvement in one or more designated learning communities/group of schools/Associated Schools Group

- manage associated Head Teachers in relation to Quality Improvement
- take lead responsibility for areas of strategic or policy development as determined by the Head of Education Services
- take lead responsibility for a central service to schools or educational establishments
- link with Education Scotland (formerly HMIe) and Care Inspectorate in relation to the schools within their designated learning communities/group of schools/Associated Schools Group
- support and challenge Head Teachers as required in the interests of School Improvement and to raise attainment
- provide advice, support and guidance to Head Teachers, colleagues and others in the education services to improve learning and teaching
- contribute to the recruitment of senior staff in schools and educational services
- monitor and manage associated budgets.

5 Knowledge

The post holder needs to be able to demonstrate an extensive understanding or experience of:

- significant senior leadership in an educational context
- delivery of school improvement in a classroom and school context
- implementing Quality Improvement procedures in a leadership role
- school management and organisation
- Learning and Teaching in one or more of early, primary, secondary or ASN contexts
- pre-school and school based curriculum
- meeting learning needs
- Additional Support Needs policy and legislation.
- GIRFEC

6 Job specific skills and competencies

The post holder is expected to demonstrate:

- integrated and cross-cutting approaches to policy and service development, implementation and improvement
- experience relating to work portfolio and knowledge of relevant legislation, council education policy and best practice
- proven record at management level of delivering required results within a customer focused organisation

- establishment and maintenance of successful, complex internal and external relationships across a variety of forums
- effective interpretation and implement of organisational policy in order to design and improve service delivery
- ability to treat people with respect; focus on equality, social inclusion and promote diversity throughout the organisation.
- excellent people management skills
- capacity to meet deadlines, satisfy political objectives and organisational priorities.

7 Organisational Behaviours

The post holder is expected to display the following behaviours:

- Team Leadership - Ability to provide effective leadership and committed to effective employee communication and sound leadership skills
- Developing Others - Commitment to investing time in coaching and developing people to improve performance and outcomes
- Empowering Others - Ability to delegate decision making responsibility and demonstrate trust where appropriate
- Best Value Focus - Ability to make the best use of resources, including employees, ICT and finance, whilst striking a balance between cost, quality and price.

8 Requirements of the Job

The post holder needs to hold as a minimum:

- Educated to degree level
- Relevant professional teaching qualification
- Ability to provide evidence of GTCS registration or eligibility
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

9 Development

The post holder must have undertaken or be committed to undertaking the following courses within a specified period:

- OIL module – Protecting Children
- OIL module – Data Protection
- GIRFEC
- Safe Recruitment
- Corporate Induction
- ADES Knowing the Business
- Budget Monitoring