

ABERDEEN CITY COUNCIL JOB PROFILE

1 Job Details	
Job Title:	Service Manager Curriculum and Support
Job Profile No:	
Directorate:	Education and Children's Services
Service:	Education Services Team
Grade:	SNCT QIM

2 Job Purpose
<p>The roles of the Service Manager Curriculum and Support are to:</p> <ul style="list-style-type: none"> • promote and support the curriculum • effectively manage allocated areas of responsibility, including line management of a team of Education Support Officers and Development Officers • support the delivery of the policies set by Education and Children's Services Directorate under the overall direction of the Director of Education and children's services and • provide leadership, vision, professional advice and effective management to the Council and in particular, the Head of Education Services. <p>Ensuring effective partnership working within schools and with partner organisations (both locally and nationally) with an interest in education will be vital.</p> <p>The post holder will also demonstrate sound governance at a financial and operational level and, along with Schools Team colleagues, will be accountable to the Head of Education Services, the Director for Education and Children's Services, the Chief Executive and Elected Members for ensuring that the Council's corporate and strategic objectives are met and are reflected in the services under their responsibilities.</p>

3 Reporting Relationships
<p>Director for Education and Children's Services</p> <p>↓</p> <p>Head of Education Services</p> <p>↓</p> <p>Service Manager Curriculum and Support *</p>
<p>This post is indicated by*</p>

4 Outcomes
<p>The post holder will be expected to:</p>

- work with a range of Council staff to develop the strategic direction for the curriculum within schools
- effectively manage a group of Education Support Officers and Development Officers
- develop and maintain professional links with Education Scotland and Care Inspectorate
- be responsible and accountable for the planning and delivery of the Council's services within the post's remit including curriculum improvement
- plan and deliver services according to organisational and service priorities and goals, single outcome agreements and performance and budgetary targets
- contribute to relevant objectives within Aberdeen City's learning strategy
- promote, manage and be accountable for the performance of all functions within the post's remit, ensuring that these services achieve the highest possible standards, represent best value and are responsive to the needs of customers, service users and the community
- ensure that effective and robust systems are in place to develop, manage and monitor performance of the service within the post's remit. This includes ensuring that the highest standards of corporate governance are in place
- contribute to supporting the development and maintenance of effective partnerships with neighbouring authorities and stakeholders in the public, private and voluntary sectors, exploring and enhancing opportunities for service integration and/or shared services for improvement, to deliver Council priorities
- through visible leadership, based on the Council's Vision and Values Statement, facilitate integrated working to achieve service excellence
- provide sound advice, guidance and support to the Director of Education and Children's Services, Head of Education Services and Elected Members and present clear reports, strategies and policies to the relevant committees
- prepare, in conjunction with the Schools Management Team, the service's capital and revenue budgets and thereafter prudently and effectively manage the Council's resources within that approved budget whilst ensuring that expenditure is within the Council's policies and financial regulations
- contribute to supporting the development and fostering of a positive culture, excellent working relationships and effective ways of working with employees, Trades Unions and Elected Members
- contribute to the modernisation of Education and Children's Services through effective workforce planning

- contribute to ensuring that the service has a comprehensive organisational, employee development, recruitment and retention strategy in place that supports high quality service delivery
- motivate and empower staff through clear direction, appraisal and effective communication to develop their full potential and increase organisational capacity through workforce learning and development
- prepare plans and reports as required, and evaluate their impact
- undertake other responsibilities as determined by the exigencies of the service.

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 curriculum in a classroom and school context
- implementing the curriculum 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