

Scottish Negotiating Committee for Teachers

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Dear Colleague

SNCT/32

Salary Structure

Quality Improvement Officers and Education Support Officers

1. The SNCT has reached agreement on salary arrangements for staff paid on the scales established in circular SNCT/12. With effect from 1 August 2003, such staff shall be assimilated to either the SNCT Principal Teacher scale or the Depute Headteacher and Headteacher scale.
2. Details of the assimilation process are set out in Appendix 1 to this circular.
3. From 1 August 2004 staff covered by this circular will be deemed to be one of the following:
 - (i) Quality Improvement Officer (QIO).
 - (ii) Education Support Officer (ESO) (The job title is a matter for Councils but may also include Staff Development Officer, Curricular Development Officer, Staff Tutor).
4. Each council will conduct an assessment of need, based on the role of a QIO and ESO as set out in Appendix 2 to this circular, of their requirement of both posts.
5. A QIO who manages other QIOs/ESOs shall be deemed to be a QIO Manager and paid on a fixed point. Others presently in post will be deemed to be either a QIO or ESO and will be either assimilated to the appropriate incremental scale or will be conserved at the salary to which they were assimilated at 1 August 2003.
6. The duties and remits of QIOs and ESOs from 1 August 2004 will require to be agreed by LNCTs and should be based on roles described in Appendix 2.
7. Staff will be designated as ESO, QIO or QIO manager from 1 August 2004.

8. Quality Improvement Officers who manage other QIOs/ESOs will be paid on a fixed point as set out in Appendix 1.
9. With effect from 1 August 2004, Quality Improvement Officers will be paid on a three- point incremental scale as set out in Appendix 1.
10. With effect from 1 August 2004, Education Support Officers will be paid on a three-point scale as set out in Appendix 1.
11. Those in post before 1 April 2004 will be entitled to full conservation of salary on a personal basis as set out in paragraph 6.3 of the Scheme of Salaries and Conditions of Service.

Yours sincerely

Lynne Dickson (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

Education Support Officer Scale

Current £	w.e.f 01.08.03 £	Incremental Scale w.e.f 01.08.04 £
31,545	32,601	32,601
32,754	33,900	33,900
34,095	35,199	35,199
35,181	36,501	
38,412	39,099	

Quality Improvement Officer Scale

Current £	w.e.f 01.08.03 £	Incremental Scale w.e.f 01.08.04 £
39,417	40,401	41,499
40,920	41,499	43,899
42,603	43,899	46,299
43,962	45,099	
45,474	46,299	

Quality Improvement Manager

Current £	w.e.f 01.08.03 £	Single Point w.e.f 01.08.04 £
46,668	48,300	48,300

THE ROLE OF QUALITY IMPROVEMENT OFFICERS

The role of the Quality Improvement Officer is central to raising standards in line with National Priorities thus enabling Councils to satisfy the QMIE criteria on performance monitoring and continuous improvement. QIOs will also play a key role in Follow Through Inspections of schools in co-operation with HMIE.

Set out below is a broad definition of the type of work to be done by staff in carrying out the role of a Quality Improvement Officer in the education service. This is not a detailed 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.

Quality Improvement Officers will:

- Be familiar with all aspects of Council education policy and be seen as a representative of their Director of Education when visiting schools or when involved with outside agencies
- Be able to analyse and use performance information to challenge schools to improve;
- Collate a range of performance information about schools in the Council area and use this information in a systematic way with school management and directorate;
- Devise and promote strategies to address areas where performance should be improved, monitor such strategies and write reports on progress made;
- Be knowledgeable about local and national priorities and help to ensure that these are being taken forward appropriately by schools;
- Identify good, effective practice, including classroom practice;
- Identify and promote staff development opportunities within the improvement agenda;
- Advise on and, as required, participate in the appointment of senior promoted posts in schools;
- Draw on their knowledge of schools to support and inform strategic planning and policy development;
- Support and monitor the key processes associated with school development planning in schools;
- Apply procedures associated with HMIE inspection of schools, including those associated with Follow Through Reports.

THE ROLE OF EDUCATION SUPPORT OFFICERS

Set out below is a broad definition of the type of work to be done and the required of staff in carrying out the role of an Education Support Officer in the education service. This is not a detailed job description since only the education authority will be able to set out the specific tasks to be carried out by the Education Support Officers employed in different levels of posts.

Education Support Officers will:

- Work in co-operation with Quality Improvement Officers and others in the education service to raise standards in schools;
- Provide a lead role in an area of expertise, including current curricular content and methodology;
- Keep abreast of local and national developments in content and methodology related to their area of expertise;
- Contribute to cross-curricular initiatives and multi-disciplinary courses in schools within their Council;
- Co-ordinate the production of teaching materials and identify subject-related resource needs of schools;
- Be involved in the initiation, organisation and evaluation of staff development opportunities and ensure that these meet the needs of staff through direct personal contact with schools;
- Liaise with external agencies as approved by the Director of Education and within Council guidelines;
- Advise on and, as required, participate in, the recruitment and deployment of staff
- Advice on the provision of supplies, and the design and furnishing of accommodation for schools.