

**Job Description for the post of Development Officer, Scottish College for Educational Leadership (SCEL)**

**Post:** Development Officer (Secondment)

**RESPONSIBLE TO:**Director of Programmes / Depute Chief Executive

**MAIN PURPOSE:** To continue the development of SCEL’s Framework for Educational Leadership

**Hours of Work:** A normal minimum of 35 hours per week.

**Location:** Glasgow

**Salary Scale:** This post is offered on a secondment or on a fixed term contract basis until 1 September 2017

**Annual Leave:** As per current conditions of service (secondment) or 39 days annual leave per year, including public holidays (fixed term contract)

**1. Introduction and background**

This post at the Scottish College for Educational Leadership (SCEL) provides an exciting and stimulating opportunity for a highly skilled and energetic teacher, with experience and knowledge of teacher professional learning and leadership to continue the development of the Framework for Educational Leadership as an interactive and self-directed learning resource to support teachers’ and early years practitioners’ professional learning in leadership at all stages of their career. The current post holder is returning to her substantive post following a successful secondment, during which we launched the Framework for Educational Leadership. This can be viewed at [www.scelframework.com](http://www.scelframework.com).

**2.** **Job Purpose**

The Development Officer will use their knowledge of professional learning and leadership to continue to develop and populate The Framework for Educational Leadership as an interactive and self-directed learning resource. There will be a particular focus on extending the Framework to meet the needs of early years leaders, as outlined in SCEL’s recent Early Years scoping exercise: <http://www.scelscotland.org.uk/about/ourboard.asp>

The role will require ongoing liaison and consultation with staff in local authorities, their educational establishments and other national and local organisations as appropriate. The post will also include a focus on SCEL’s endorsement process to support provider engagement with the Framework.

**3**. **Core responsibilities**

The post-holder will work with the SCEL team and partner agencies to:

* develop and populate the Framework for Educational Leadership;
* build on SCEL’s existing audit of leadership provision at a local and national level in order to populate The Framework;
* contribute to the development of a database of leadership development programmes and opportunities across Scotland;
* prepare and present papers and briefings to key stakeholder groups in partner organisations;
* act on his/her own initiative to take appropriate action where necessary, on educational developments generally and, more specifically, those related to the development of The Framework;
* network with fellow professionals to represent, promote, raise the profile and encourage broad engagement with the Framework for Educational Leadership and SCEL across a wide range of stakeholders both internally and externally;
* represent SCEL at meetings and provide presentations at national conferences and other public events where appropriate;
* be aware of the organisation’s objectives and ensure that SCEL is responsive to the needs of stakeholders and makes the maximum impact in relation to quality assurance;
* ensure that the quality of SCEL’s services is of the highest standard at all times;
* undertake any other tasks consistent with the post that may be required by the organisation.

**4. Person Specification**

**Essential**

* Degree or equivalent. Educated to degree level and with a demonstrable profile of high quality, relevant personal and professional development in aspects of leadership and professional learning.
* Evidence of success as a leader of learning within education at a local level.
* Experience and knowledge of leadership in the primary and / or early years sector.
* An excellent track record of innovation and development relating to professional learning.
* Knowledge of current national developments in teacher education and leadership relating specifically to the implementation of Teaching Scotland’s Future.
* Secure knowledge of effective models and approaches to professional learning and leadership development.
* Knowledge of credit and qualifications at postgraduate level.
* Excellent knowledge and skill relating to ICT and social media and its potential to enhance career-long professional learning.
* Excellent presentation and facilitation skills to engage a wide variety of audiences.
* Excellent communication skills (oral and written) and problem solving abilities, with a proven ability to communicate with people working at all levels in professional settings.

**Desirable**

* Additional appropriate and relevant professional qualification(s).
* Evidence of success as a leader of learning within education at national level.
* Knowledge of leadership across public services.
* Awareness of current international developments in relation to leadership and teacher education.
* Familiarity with the Scottish Credit and Qualifications Framework (SCQF).

**Personal Skills**

* Proven skills in leading effective change at a local level.
* Ability to work on own initiative and as part of a team.
* Excellent inter-personal skills.
* Ability to set and meet objectives within agreed timescales.

**6. Terms & Conditions**

This post is advertised on a seconded or fixed term contract basis, until 1 September 2017.

Applicants applying on a seconded basis should check that if successful, their employer would be willing to release them to take up post.

Suitable arrangements for pensions, including where practical, the continuation of existing pensions arrangements, will be discussed and agreed with the successful candidate.

**7. Expenses**

Reasonable travel expenses for attendance at interview will be reimbursed.

**8.** **Equality and diversity**

Applications are encouraged from all suitable candidates regardless of their gender, race, religion, disability or other status.

**9**. **Submission of applications**

All applications (Ref:SCEL/DevOffr/003) should be submitted for the attention of Sally Armstrong by the closing date of Friday 22nd January 2016. Candidates should ensure that their applications provide evidence of their suitability when judged against the stated criteria for this post.

The address for submission of forms is:

Sally Armstrong

Organisation Manager

Scottish College of Educational Leadership

The Centrum Building

Unit 2E – 38 Queen Street

Glasgow

G1 3DX

[Sally.armstrong@SCELScotland.org.uk](mailto:Sally.armstrong@SCELScotland.org.uk)

Canvassing by candidates will disqualify them from selection.

**10. Additional Information**

Informal enquiries may be made by contacting Lesley Whelan [Lesley.whelan@scelscotland.org.uk](mailto:Lesley.whelan@scelscotland.org.uk)

or by telephoning 0141 548 8022.