



JOB DESCRIPTION

JOB TITLE: SENIOR EDUCATION OFFICER (COLLEGES AND PROFESSIONAL LEARNING)
REPORTS TO: DIRECTOR OF EDUCATION REGISTRATION AND PROFESSIONAL LEARNING
DEPARTMENT: EDUCATION REGISTRATION AND PROFESSIONAL LEARNING (ERPL)
DATE: JANUARY 2019

1. JOB PURPOSE

The Senior Education Officer will be part of the Senior Education Team leading on key national and internal policy initiatives for GTC Scotland. Within that team they will have responsibility for developing and enhancing specific aspects to support the professional learning for all lecturers.

The Director of Education, Registration & Professional Learning has overall strategic oversight for the Senior Education Team.

2. DIMENSIONS

The role contributes to the development of education in the context of the annual business plan

FINANCIAL: Not applicable. This post has no budget or financial management responsibilities.

STAFF: Not applicable. No performance management responsibilities.

Whilst not responsible for direct performance management, the post-holder will liaise with other Senior Managers, in the performance management process for support staff and participate in any performance-related discussions where required.

OTHERS: The Education Team provides advice to GTC Scotland staff and a wide variety of working groups at national strategic level as well as Council Committees as required

3a. PRINCIPAL ACCOUNTABILITIES

The Senior Education Officer will have specific agreed areas of responsibility (identified from Key Responsibilities (below) but will also be expected to be familiar with and contribute to the work of the whole team and the whole of Education, Registration and Professional Learning. Individual workload and responsibilities will be determined with the Director of Education, Registration and Professional Learning.

- Provide expert knowledge and advice to stakeholders in colleges, local authorities and national bodies and with colleagues at the Scottish Government in matters related to education policy developments with a particular focus on developing and enhancing professional learning and professional standards within your area of expertise and remit.
- Advise the Chief Executive, the Director of Education, Registration and Professional Learning on matters related to developing professional learning opportunities to enable lecturers to maintain and enhance professional learning and professional standards.

- As a lead officer for GTC Scotland, lead and contribute to the development of education policy, internally and externally with all stakeholders.
- Work as part of the Senior Education Team to develop, disseminate and support the embedding of Professional Standards for lecturers
- Lead and manage key education priorities, developments and initiatives and provide quality assurance of work in these areas as relevant to area of expertise and remit
- Support, and lead as required, the implementation of Professional Update within the college sector, including liaising with stakeholders, engaging with the profession
- Advise GTC Scotland on contemporary and future issues likely to be of significance for its work
- Work with other GTC Scotland colleagues on cross-organisation developments and to raise the profile of GTC Scotland
- Represent GTC Scotland and articulate its policies at national and international conferences and other educational events. Liaise with stakeholders, national and international groups/bodies and colleagues across the education sector
- Lead and support external networks and groups to help build capacity across the profession
- Prepare written reports and briefings on issues related to professional learning and the Professional Standards for lecturers
- Act as Servicing Officer to GTC Scotland accreditation panels and other such committees/sub-committees to the Council as required
- Maintain and enhance a comprehensive and highly expert knowledge in area of expertise and broader educational matters
- Contribute to, and lead as required, agreed research and developmental activities and publish findings/results as appropriate
- Carry out other duties as may reasonably be required, falling within the remit of the post, and assigned by the Director of Education, Registration and Professional Learning or the Chief Executive

3b. PRINCIPAL ACCOUNTABILITIES - ALL STAFF

All staff are required to:

- Adhere to model of best practice and behaviour and demonstrate commitment to ensuring the highest standards of behaviour and professionalism are respected and applied at GTC Scotland.
- Adhere to and demonstrate the agreed GTC Scotland values of Fairness, Integrity, Trust and Respect, Professionalism, and Sustainability.
- Adhere to the agreed GTC Scotland Code of Practice.
- Participate fully in the shared ethos of GTC Scotland to be a sustainable, forward looking, and idea-generating organisation in order to create a positive and enjoyable working environment.
- Respect and commit to decisions taken by the organisation and commit to furthering and enhancing the reputation of GTC Scotland.

- Cooperate with other members of staff as required in a positive, helpful and friendly manner, taking care to ensure that the most effective and efficient use of GTC Scotland's time and resources is made in resolving the needs of GTC Scotland and its staff.
- Work with a flexible attitude and an integrated, supportive and proactive approach within teams and across all functions.
- Act responsibly ensuring the principles of confidentiality are respected and that GTC Scotland's confidentiality and Data Protection policies and procedures are adhered to.
- Participate fully in the staff development process as employee and, where required as line manager, in order to provide staff the opportunity to develop their skills and knowledge thereby ensuring GTC Scotland has a skilled and effective workforce able to meet its objectives and commitments.
- Attend such training courses and seminars as are considered necessary to attain and maintain the skills necessary to fulfil the requirements of the post.
- Comply with the requirement of all current legislation including:
 - Health and Safety at Work;
 - Data Protection;
 - Freedom of Information;
 - Equal Opportunities and Discrimination

as far as these apply to employed persons at work.
- Travel as required on GTC Scotland business.

4. CONTEXT

a) OPERATING ENVIRONMENT: This is a role that ensures the education services of the GTC Scotland functions at the highest level.

Physical/ Working Environment

- Working environment is principally office based with e-systems and facilities requiring operation of normal IT office equipment which require normal keyboard dexterity for the production of paperwork and reports.
- The post may also involve the post-holder in some travel to external meetings (including, on occasions, internationally).

Mental

- Frequent and high level concentration for prolonged periods at a time e.g. attending meetings, reviewing, checking and amending documentation to inform decisions and judgements;
- Managing wide and varying issues which can result in re-prioritisation of workload;
- Intense concentration for long periods when preparing reports.

Emotional

- Dealing with conflicting views and on occasion confrontational behaviours,
- The ability to maintain professionalism.
- The ability to deal with complex customer and staff needs.

b) FRAMEWORK & BOUNDARIES:

The post holder is bound by the statutory Order and rules that govern GTC Scotland as a regulatory body as well as the rules, policies and procedures of the GTC Scotland in relation to how the education service is delivered. As with other GTC Scotland staff, the post holder is bound by various internal employment and finance related policies and procedures as well as the procedures and policies of GTC Scotland in relation to all relevant activities such as health and safety, employment legislation, Data Protection etc.

The post holder must be aware of related practices and developments in order to carry out the role effectively.

5. RELATIONSHIPS

a) SUBORDINATES: Regular liaison with the ERPL Support staff in relation to support and development. This takes place through team meetings as well as ongoing (and daily) communication and contact.

b) MANAGERS(S): Regular liaison with the Director of Education Registration and Professional Learning and the Senior Manager(s): Education in relation to the operational work of the education department and in updates on progress against objectives as required.

c) OTHER CONTACTS:

(i) Within the Organisation

The post-holder has key internal working relationships with the GTC Scotland staff to provide specialist education advice and to contribute and support the development of the education strategy and education developments in ERPL.

Regular liaison with the staff in other service areas in relation to Education, advice related enquiries from all parts of the organisation and in the development of education services.

(ii) Outside the Organisation

The post-holder will establish an external network beyond the organisation and also participate in the development of work initiated through external partner groups.

The post-holder is required to develop effective relationships with key partners and stakeholders, both internal and external to the organisation, to inform service planning and effectively deliver integrated services.

Excellent communication skills, both oral and written, are essential to effectively engage with all key partners and stakeholders to achieve satisfactory outcomes.

6. KNOWLEDGE AND EXPERIENCE:

• Qualifications

- Degree or equivalent qualification (SCQF level 9)
- Registered, or eligible for registration, with GTC Scotland (TQFE or equivalent)
- Advanced academic qualification (*desirable*)

• Experience and Knowledge

- Thorough knowledge of the Scottish education system primarily within the college sector and a detailed understanding of current education issues and practice
- An appreciation of the wider political context and the ensuing framework for educational policy making in Scotland
- Thorough knowledge of the Professional Standards for lecturers
- Commitment to personal and professional development
- Extensive recent experience of working in an education context
- Experience of curricular and/or policy development
- Leadership experience within the education sector (*desirable*)
- An understanding of the statutory frameworks within which GTC Scotland operates (*desirable*)
- Experience of delivering programmes of professional learning in colleges, local authorities or national bodies (*desirable*)
- Experience of undertaking or co-ordinating research projects (*desirable*)
- Well attested teaching experience within colleges (*desirable*)

• Skills and Attributes

- Outstanding oral communication skills, including the ability to speak confidently and articulately in public
- Strong written communication skills

- Strong interpersonal skills (listening; influencing; persuading; diplomacy)
- Strategic and creative thinking
- Sound judgement and clear-headed decision making
- Well-developed analytical skills
- Meticulous attention to accuracy and detail
- Ability to initiate and implement projects
- Ability to work effectively as a member of a team
- Self-starter with a positive and flexible approach
- Clear commitment to the development of the teaching profession and to the enhancement of lecturer and teacher professionalism
- Leadership and management skills (*desirable*)
- Commitment to the development of the effective use of ICT and development of digital literacy as an individual and across the profession (*desirable*)

7. ASSIGNMENT AND REVIEW OF WORK:

The post-holder functions with a high degree of independence and autonomy, within parameters agreed in conjunction with the Director of Education Registration and Professional Learning and has the professional discretion to prioritise and determine workload. Work is demand driven and generated through the strategic priorities of the GTC Scotland. The general parameters for work activity will be delegated by the Director of Education Registration and Professional Learning and the post-holder will also be responsible for leading on specific objectives arising through GTC Scotland's strategic operational plan.

Review of work will be in accordance with existing performance management arrangements, in the form of Performance Development and Review.

8. JOB CHALLENGE(S):

- The post-holder will require significant presentation and negotiating skills, in the provision of effective service delivery.
- The post-holder will be expected to demonstrate effective planning, and organisational skills and to maintain an up-to-date knowledge of educational, regulatory and workplace developments which affect the area of responsibility in order to support the GTC Scotland quality enhancement procedures.
- Providing leadership, and motivating staff as well as contributing to the strategic direction that GTC Scotland takes as it moves forward.
- Working collaboratively with other managers and staff, and leading developments in Education to support an innovative and high quality education service.
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9. ADDITIONAL INFORMATION:

- The post holder will require to undertake significant travel across Scotland in order to carry out the duties within the post.