

Members' Library Service Request Form

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Originator	Anna Robertson - Principal Officer - Staffing
Originator's Ref (if any)	
Document Title	Creation of a Quality Improvement Officer - Equity

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Additional information:

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Designation	Exec Dir - Council Resources
Date	28 June 2022

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SERVICE REVIEW REPORT

REPORT TO: Members' Library Service

BY: Executive Director – Education and Children's Services

DATE:

SUBJECT: Creation of a Quality Improvement Officer - Equity

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within the **Inclusion and Wellbeing Service** of Education and Children's services.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 Scottish Attainment Challenge funding has been provided to East Lothian Council to drive forward equity and raise attainment across our schools.
- 3.2 A new permanent post is being introduced to lead on the development of strategies and embed practice across the schools. The new role is to be Quality Improvement Officer – Equity.
- 3.3 The new job outline has been submitted to the Service Review Team and the Job Sizing team to establish this as a new QIO role.
- 3.4 Additional permanent funding from SG has been received as part of the Strategic Equity Fund and Scottish Attainment Challenge to support and drive forward attainment with a focus on equity supporting learners who are from the most deprived areas.
- 3.5 The report has been passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews and there is support for the proposals outlined.

4 POLICY IMPLICATIONS

4.1 There are no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

6.1 These new posts are considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

7.1 Financial – The QIO - Equity salary will start at point 1 of the Quality Improvement Officer salary scale being £61,185. Funding will be from the Strategic Equity Fund and Scottish Attainment Challenge. This funding has been allocated on a permanent basis.

7.2 Personnel - HR and relevant Trades Unions have been consulted.

8 BACKGROUND PAPERS

8.1 Job Outline submitted with this report.

AUTHOR'S NAME	Anna Robertson
DESIGNATION	PO - Staffing
CONTACT INFO	arobertson2@eastlothian.gov.uk
DATE	9 June 2022

JOB OUTLINE	
JOB TITLE: Quality Improvement Officer - Equality	JET CODE: TS
DIVISION: Education & Children's Services	
SERVICE/BUSINESS UNIT: Education	
REPORTING TO: Head of Education	
RESPONSIBLE FOR: N/A	
JOB PURPOSE:	
<p>Contribute to improving quality of teaching and learning, to raise attainment and achievement and improve the provision of inclusion and equality in line with local and national priorities, ensuring that the Council satisfies HMIE criteria on performance monitoring, continuous improvement, and other statutory obligations.</p> <p>To support the improvement process across schools, with a focus on the validation of school self-evaluation particularly in relation to equity.</p> <p>To provide professional and management advice to Education Officers, including Head Teachers of all sectors, in all areas of school performance but with a particular focus on equity. Support educational establishments to fulfil their responsibilities in terms of the ASL act, GIRFEC, Safeguarding and Child Protection duties. Plan for, manage and report on the Scottish Attainment Challenge Care Experienced children and young people budget, and the Scottish Attainment Challenge budget, in line with the Scottish Government operational guidance.</p> <p>Support schools to plan for, implement and evaluate Pupil Equity Funded approaches and to support and inform local authority planning for the Strategic Equity Fund</p>	
MAIN DUTIES:	
<ul style="list-style-type: none"> • Support the effective leadership and management of education establishments. • Advise on, support and monitor the key processes and priorities associated with school improvement planning in schools, other establishments and teaching services to raise attainment and achievement, with a particular focus on planning effective interventions using Pupil Equity Funding and ensuring associated impact. • Provide support and challenge to schools and establishments to bring about improvements in learning and teaching particularly in relation to equity and those most impacted by poverty. 	

- Provide leadership and strategic direction to educational establishments in order to improve the attendance, engagement, attainment, achievement and positive destinations of care experience children and young people, and those pupils most impacted by poverty.
- Plan for, manage and report on the Scottish Attainment Challenge Care Experienced children and young people budget and the Scottish Attainment Challenge budget, in line with the Scottish Government operational guidance.
- Contribute to strategic planning processes through established forums e.g. Corporate Parenting Board and Steering Group, Senior Officer Resource Group, Children's Services Internal Panel and Champs Board, Education Strategic Group and Strategic Equity Fund Sub-Group.
- To monitor progress in closing the poverty related attainment gap and evaluate the impact of interventions and approaches.
- Analyse and use performance information to support and challenge settings to improve inclusion, attainment and wider achievement for all learners, and in particular those most impacted by poverty.
- Collate a range of performance information and ensure provision of high-quality strategic analysis of key evidence, improving performance information, management information and the evidence-base for decision-making and for influencing decision-making amongst key partners, including being the link to the Education Scotland Attainment Advisor (or colleagues) in matters relating to Scottish Attainment Challenge.
- Support schools, other establishments and central services in achieving quality improvements, through the provision of support for rigorous self-evaluation processes, particularly relating to equity.
- Use knowledge of performance data in schools, other establishments and teaching services to inform strategic planning and policy development particularly relating to equity.
- To play a key role in supporting schools through the HMIE inspection process, in particular to give support and challenge on Equity and Inclusion, Equalities and Wellbeing, Safeguarding and Child Protection.
- To support and advise Education Senior Managers in their strategic roles in the continuous improvement agenda with a particular focus on equity.
- To contribute to the provision of advice for the Council's Executive Director of Education and Children's Services and Heads of Service on equity, inclusion, wellbeing and equalities.

- To contribute towards, and assist in, promoting a co-ordinated approach to key functions of the service including the preparation of policy documents and guidelines.
- Participate in the recruitment of promoted staff in schools, as required.
- To assist in ensuring that the team provides a high quality and cost effective service that is responsive to the needs of schools, other establishments and teaching services and reflects fully the Council's commitment to Best Value.
- Implement systems for gathering appropriate data in relation to the placement and educational attainment of looked after and care experienced pupils and those learners most affected by poverty. Develop and monitor strategies based on this data to ensure effective interventions are implemented.
- Identify good, effective practice, including classroom practice.
- Identify and promote career long professional learning opportunities within the improvement agenda with a particular focus on equity.
- Be knowledgeable about local and national priorities, in particular the Scottish Attainment Challenge and Strategic Equity Fund and help to ensure that these are being taken forward by schools.
- Support schools and the Authority in the resolution of disciplinary matters; complaints; and other school-based issues.
- Be the link to Education Scotland Attainment Advisor (or colleagues) in matters relating to the Scottish Attainment Challenge.
- Be familiar with all aspects of Council Education Policy and be seen as a representative of the Head of Education when visiting schools or when involved with outside agencies.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Current GTCS registration
- Educated to Degree level or equivalent
- Additional professional qualification

For Permanent Posts: Full GTCS Registration is required.

A current driving licence and use of a vehicle is an essential requirement of this post. Where a disability precludes you from obtaining a driving licence, ELC will take into account its responsibility to make reasonable adjustments to allow for your disability.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Current GTCS registration</p> <p>Degree or equivalent in an appropriate professional discipline</p> <p>This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p>	Additional qualification
Previous Experience (Paid & Voluntary Work)	<p>Experience of education at Nursery, Primary or Secondary level.</p> <p>Proven management skills.</p> <p>Experience of monitoring and evaluation strategies at school/authority level.</p> <p>Experience of monitoring and evaluation strategies at school /authority level.</p>	<p>Has breadth of involvement in key issues; has experience in leading development activities for colleagues</p> <p>Experience of leading others to achieve successful outcomes</p>
Knowledge/ Skills /Competencies	<p>Ability to work under pressure.</p> <p>Ability to communicate well orally and in writing.</p> <p>Ability to make decisions and take responsibility for outcomes.</p> <p>Firm understanding of the learning process.</p> <p>Highly skilled in communication and able to communicate clearly in a range of formats and situations; including pupils, colleagues, parents and external agencies</p> <p>Display potential to deploy skills relevant to the requirements of the post.</p> <p>Clear commitment to the process of self-evaluation, including School Improvement Planning</p>	<p>Familiarity with ICT processes for communication and record keeping</p> <p>Ability to conduct rigorous self-evaluation and plan systematically for improvement</p> <p>Highly effective resource organisation, including ability to manage delegated budgets effectively</p> <p>Ability to assume responsibility for specific tasks and deliver successful outcomes</p>

	<p>Ability to write reports.</p> <p>A current driving licence and use of a vehicle is an essential requirement of this post. Where a disability precludes you from obtaining a driving licence, ELC will take into account its responsibility to make reasonable adjustments to allow for your disability</p>	<p>Articulate with good language skills</p> <p>Ability to communicate with, and support, colleagues</p> <p>Evidence of use of ICT to enhance communications</p>
Personal Qualities	<p>Ability to handle sensitive situations.</p> <p>Ability to develop and maintain good relationships and to co-operate effectively with both individuals and other agencies</p> <p>Ability to encourage, support and motivate people (including pupils, staff and parents)</p> <p>Ability to plan and progress the development of staff</p> <p>Commitment to an education service of the highest quality Consultative, good listener, courteous, tactful.</p>	<p>Counselling and arbitration skills</p> <p>Show a clear empathy to young people, to staff and to parents.</p>
Council Behaviours	<p>We are Customer Focused</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	