

## Members' Library Service Request Form

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Document Title	Creation of new post ESO – Science STEAM

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Designation	Exec Dir - Council Resources
Date	29/06/2022

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**SERVICE REVIEW REPORT**

**REPORT TO: HEAD OF CORPORATE SUPPORT**

**BY: EXECUTIVE DIRECTOR – Education and Children’s Services**

**DATE: 23 June 2022**

**SUBJECT: Creation of new post ESO – Science STEAM**

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**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 **East Lothian Works** Division 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 As a result of the ongoing success of the nationally recognised Foundation Apprenticeship (FA) Scientific Technologies managed by East Lothian Works, there is an increased demand from schools, to develop the leadership and management of this curricular offer and extend the portfolio to include STEAM subjects. Due to this increased demand, a team has been established to meet the needs of young people, across all six secondary schools. There has also been an increase in the marking workload and the number and variety of Science qualifications that are being supported in East Lothian. This post has been created to meet this increased demand and is funded externally by Skills Development Scotland.
- 3.2 The Education Support Officer – Science STEAM role will develop 3-18 opportunities across the Science Curriculum, whilst continuing to develop the FA and promote awareness with schools, pupils, parents and employers. There are additional opportunities to transfer the learning from this nationally recognised programme to attainment in other Sciences, in turn, raising attainment across the authority.

- 3.3 The new ESO post replaces the temporary role of a class teacher from Dunbar Grammar School carrying out the work required and develops and establishes the role as Education Support Officer.
- 3.4 This new job will be full time and temporary for 2 years.
- 3.5 The role is a unique one, to be carried out by a GTCS registered teacher in a Science subject and with specific knowledge of the required areas of the role.
- 3.6 The report has been passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews and that 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 This new post is 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 new post has been established as an Education Support Officer starting at the first point on the salary scale, being £48,063. The budget for this post will be from the Foundation Apprenticeship funding received from Skills Development Scotland.
- 7.2 Personnel - HR and relevant Trades Unions have been consulted. Due to the specific requirements of this role, the post will be advertised internal to the authority in accordance with the Council's Recruitment & Selection Policy. This will allow the applicant to start in the new role as of 15 August 2022.

#### **8 BACKGROUND PAPERS**

- 8.1 The Job Outline is attached to this report and the role will report to the East Lothian Works Service Manager.

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<b>DATE</b>	23 June 2022

<b>JOB OUTLINE</b>	
<b>JOB TITLE: Education Support Officer – Science &amp; STEAM</b>	<b>JET CODE: TS</b>
<b>DIVISION: Education</b>	
<b>SERVICE/BUSINESS UNIT: East Lothian Works</b>	
<b>REPORTING TO: Service Manager – East Lothian Works</b>	
<b>RESPONSIBLE FOR: N/A</b>	
<p><b>JOB PURPOSE:</b></p> <p>The creation of this post is subject to the policies of Education and East Lothian Council. The duties of an Education Support Officer Science &amp; STEAM, as a member of the East Lothian Works Leadership and Management Team, is to perform such tasks as the Service Manager directs having reasonable regard to the overall workload of an Education Support Officer:</p>	
<p><b>MAIN DUTIES:</b></p> <p><b>Responsibility for the leadership, effective management and strategic direction of Science &amp; STEAM in East Lothian.</b></p> <ul style="list-style-type: none"> <li>• Curriculum development and quality assurance.</li> <li>• Contribution to the development of school and regional policies, in relation to the ethos of the Education, to promote positive and engaging 3-18 experiences and outcomes for pupils.</li> <li>• Leadership, management and guidance of staff.</li> <li>• Review and development of Career Long Professional Learning (CLPL), career development (PRD) and performance of staff.</li> <li>• Responsibility for the leadership, effective management and strategic support of regional curriculum development within science and in relation to the Scientific Technologies Foundation Apprenticeship.</li> <li>• Working in partnership with staff, parents, other agencies to support schools, as Appropriate, in partnership with business, FE and HE.</li> <li>• Contribute towards good order and the wider needs of education and employability</li> <li>• Teaching assigned classes, together with associated preparation and correction.</li> <li>• Assessing, recording and reporting on the progress and performance of pupils.</li> <li>• Preparing pupils for examinations and assisting with their administration whilst meeting the KPI's of Developing Scotland's Young Workforce.</li> <li>• Providing advice, support and guidance to pupils and families on issues related to their education.</li> <li>• Promoting and safeguarding the health, welfare and safety of pupils.</li> </ul>	

- Working in partnership with parents, support staff and other professionals.
- Undertaking appropriate continuing professional development and encouraging/promoting others to engage with high quality CLPL including the development of relevant science programmes.
- Gathering examples of best practice related to regional science planning, raising achievement and individualised pathways.
- Supporting Career Education and Work Placement Standards.

### **Key Duties associated with Specific Areas of Responsibility –**

It is expected that an Education Support Officer will have the following specific areas of responsibility:

a. Leadership, management and strategic direction:

- Active contribution towards the priorities of the Leadership & Management Team (LMT) of ELW and Education.
- Developing pathways and positive destinations for pupils.
- Developing and supporting pupil transitions.
- Development of Science and STEAM experiences across primary, the BGE and Senior Phase.
- Have direct line management responsibility for regional science development, leadership of associated staff and co-ordination of teaching commitments
- Review CLPL needs as part of PRD.
- Manage delegated budgets and ensure the effective use of staffing resources
- Assume responsibility for health and safety, as appropriate.
- Assist with the recruitment and selection of staff.
- Undertake line management responsibilities for designated staff.
- Seek and share best practices in Science.

### **Council's Policies and Procedures.**

b. Curriculum Development and Quality Assurance:

- Curriculum development of 3-18 Science and STEAM experiences and outcomes.
- Manage the development of the Senior Phase Science qualifications, including the Foundation Apprenticeship in Scientific Technologies and other central science qualifications, as advised by the Service Manager.
- Develop, monitor and evaluate Learning and Teaching, as delegated by the Service Manager and in line with current policies.
- Contribute to the management and implementation of Science curriculum planning and partnership engagement.
- Implement and evaluate quality assurance procedures, including contributing to the process of Standards and Quality Report writing, in line with education and authority policy.

c. Education Policy and Implementation - It is expected that an Education Support Officer duties could include;

- The development of the Science Curriculum and qualifications.

- Improvements to Learning and Teaching (pedagogical) practices.
  - Pupil assessment and attainment.
  - Promotion of positive engagement and family learning.
  - A range of facilities and context.
- d. Working with Partners
- Lead and/or work with a range of partners, across sectors and contexts
  - Work with colleagues from other establishments, partners and support agencies.
  - Work with parents and carers.
  - Work with the wider community.

Education Support Officer is accountable, through the appropriate line management structure, to the Service Manager Curriculum, Employability and Estate Development and, in turn, through them to the Head of Education.

Taking into account the policies of Education and People Services – Education Division and the Education & Children’s Services Improvement Plan, the Service Manager will determine the specific remit of the Education Support Officer, which will be subject to review, as required, following consultation with the Education Support Officer.

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

## **ESSENTIAL REQUIREMENTS FOR THIS ROLE**

### **Qualifications/Experience:**

- As required by the General Teaching Council of Scotland.

### **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.

**ORGANISATIONAL STRUCTURE:**

<b>PERSON SPECIFICATION</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education, Registration & Training	<p>As required by the General Teaching Council of Scotland.</p> <p>PVG Membership (Children) is an essential requirement of this post.</p> <p>As required by the General Teaching Council of Scotland</p>	<p><b>Post graduate qualifications where appropriate (eg. In Guidance or Support for Learning).</b></p>
Previous Experience (Paid & Voluntary Work)	<p>Experience of teaching classes across age and ability ranges.</p> <p>Evidence of recent involvement in appropriate career long professional learning, including management and leadership.</p> <p>Ability to lead, manage and give strategic direction to a team(s) of staff.</p> <p>Experience of leading and managing a regional programme.</p> <p>Experience of engaging with employers and a wide range of other partners across sectors to develop impactful programmes, pathways and qualifications.</p>	<p>Competent in use of ICT.</p> <p>Evidence of breadth of involvement in key issues relevant to the post (e.g. Curriculum or pupil support).</p> <p>Completion of project leadership or similar development programme.</p> <p>Experience of motivating and supporting stage/departmental colleagues, pupils and, where applicable, parents to achieve successful outcomes.</p> <p>Experience of working in cross curricular interdisciplinary groups.</p> <p>Knowledge of Regional Skills Assessments and Labour Market Intelligence.</p>



		<p>Knowledge of the context of regional employability priorities.</p>
<p>Knowledge/ Skills /Competencies</p>	<p>Display potential to undertake middle management requirements of post.</p> <p>The ability to recognise and develop skills and talents in others.</p> <p>The ability to distribute leadership tasks and empower individuals.</p> <p>The ability to adopt a variety of approaches to solving problems.</p> <p>Knowledge of current education developments.</p> <p>Commitment to the process of self-evaluation, including School Development Planning.</p> <p>Ability to lead the development of a curricular, Career Education or pupil support programme(s), as appropriate.</p> <p>Ability to motivate and inspire others.</p> <p>Ability to lead and develop groups and external networks.</p> <p>Ability to report on Quality Assurance and Education Improvement.</p> <p>Ability to promote good order and engagement within the parameters of education policy; to motivate pupils and show commitment to pastoral care and the welfare of pupils.</p> <p>Ability to communicate and promote success through a variety of media and platforms.</p> <p>Consultative, effective listening skills, courteous and diplomatic.</p>	

	<p>Ability to exercise judgement by utilising and responding to data.</p> <p>Ability to assume responsibility and be accountable for successful outcomes</p> <p>Ability to represent the Service Manager and/or the Head of Education at regional and national events.</p> <p>Ability to think creatively, be innovative and set up new initiatives</p>	
<p>Personal Qualities</p>	<p>Resilient, determined, but calm</p> <p>The ability to see the bigger picture, whilst seeking opportunity and connection.</p> <p>Listening Skills.</p> <p>Shows clear empathy to pupils, staff and parents.</p> <p>Create and maintain a positive atmosphere.</p> <p>Confront difficult issues and handle conflict effectively.</p> <p>Use negotiation as a means of making progress.</p> <p>Build confidence in others and encourage participation.</p> <p>Analyse risks effectively.</p> <p>Be politically aware</p> <p>Be flexible and open to new ideas</p> <p>Value multiple intelligence</p>	
<p>Council Behaviours</p>	<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>	

	We work Together	
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