

Role Description

Role Title

Job Title:	Development Officer – Inclusion and Equalities
Directorate:	Directorate A - C
Reports to:	Assistant Director – Inclusion and Equalities

Main Purpose of Role

Within Education Scotland the post-holder will engage in the development and delivery of professional learning and curricular materials to support wellbeing and inclusion, particularly with regard to building capacity in schools and Local Authorities to support children and young people who have experienced bereavement and early stress and trauma.

Responsibilities

- Manage and support specific development project(s) in line with Education Scotland's processes and procedures.
- Liaise as necessary with schools, local authorities, Scottish Government and other bodies as appropriate on aspects of development, piloting and implementation of the project(s) to promote cultural change and improvement.
- Keep up-to-date with and take action where necessary to share and promote key educational developments
- Ensure that educational resources and support materials are developed and published in line with the organisation's quality assurance processes.
- Prepare specialist papers and advice on assigned topics including where appropriate preparation and presentation of papers to related groups
- Contribute to promotional and dissemination activities undertaken by Education Scotland in relation to the project(s).
- Advise as appropriate on the formulation of policy within the organisation related to support for the project(s).
- Work with colleagues from across the organisation to facilitate the integration of ICT, including supporting and promoting the use of Glow, in the project outcomes.

- Work in close collaboration with other colleagues in Education Scotland to ensure that the necessary interconnections are made with related projects and provide support and expertise to other teams as required
- Contribute to staff development activities for colleagues across the organisation and for local authorities, subject networks and others as appropriate.
- Represent Education Scotland at meetings, conferences and other public events.
- Ensure that the quality of Education Scotland's services is of the highest standard at all times.
- The post holder will be expected to undertake any task consistent with the post that may be required by the organisation.

Person Specification

Qualifications, Skills and Experience

Essential Criteria

- Degree level qualification
- Excellent knowledge of key policy and legislative drivers related to inclusion and wellbeing
- Experience of leading effective change at local and/or national level
- Knowledge of current thinking regarding nurturing approaches and bereavement, early stress and trauma
- Proven experience in delivery of high quality professional learning
- Experience of partnership working and engagement with stakeholders
- Excellent verbal, written and presentation skills

Desirable Criteria

- Experience within a promoted post within the Scottish Education system
- Experience in the development and delivery of high quality professional learning materials around nurturing approaches, bereavement, early stress and trauma
- Evidence of commitment to own CPD
- Ability to communicate innovative, effective and sustainable approaches within own area of expertise to a range of audiences

Other:

- Clean Driving Licence

Signed by Post
Holder.....Date.....

Approved by Line Manager.....Date.....