

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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26 October 2009

SCH/SG/CB

Dear Colleague

AJNCT/5 (AMENDED OCTOBER 2009) EDUCATIONAL DEVELOPMENT SERVICE: JOB TITLES AND CONDITIONS OF SERVICE

The Scottish Negotiating Committee for Teachers issued Circular SNCT/12 on 10 April 2002, which advised that agreement had been reached on an increase to the Education Advisers pay scales with effect from 1 April 2001, 1 April 2002 and 1 April 2003.

SNCT/12 also addressed issues relating to job title and the requirement to undertake an additional contractual 35 hours (as a maximum) of continuing professional development (CPD) from 1 August 2002. Subsequently, SNCT/32 advised that the duties and remits of Quality Improvement Officers and Education Support Officers would require to be agreed by Local Negotiating Committees and should be based on roles described in Appendix 2 to that Circular.

Following discussions, agreement has been reached on updated conditions of service for staff in the Council's Educational Development Service and the Psychology Service. These are attached as an **Appendix** to this Circular.

This Appendix was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 16 September 2009 and subsequently ratified by the Staffing Sub-Committee on 21 October 2009.

Yours sincerely

**SHEONA HUNTER
PHILIP JACKSON**
Joint Secretaries

Enc.

cc: Chief Executive
Director of Education

Head of Finance
Assistant Chief Executive

**APPENDIX TO Circular AJNCT/5
(AMENDED – OCTOBER 2009)**

**ANGUS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

EDUCATIONAL DEVELOPMENT SERVICE

JOB TITLES AND CONDITIONS OF SERVICE

1 BACKGROUND

- 1.1 The Council's Educational Development Service (EDS) currently has an establishment of a number of permanent posts, the salaries and conditions of service attaching to which are based on those of teachers, namely:

Principal Quality Improvement Officer
Quality Improvement Officers
Education ICT Manager
Principal Officer (Support for Learning)
Education Development Officers
Education Support Officers
Music Support Officer

- 1.2 Although the efficient and effective delivery of a high quality service also relies heavily on a number of temporary secondments (designated variously as Staff Tutors, Support Teachers, etc), any issues relating to conditions of service for these temporary post-holders are outwith the scope of this paper, with the exception of any staff appointed temporarily to the post of Education Support Officer.
- 1.3 On 10 April 2002, the Scottish Negotiating Committee for Teachers issued Circular SNCT/12. On 29 March 2004, the SNCT issued Circular SNCT/32. On 12 February 2009, the SNCT issued Circular 09/09.
- 1.4 The EDS issues which this agreement seeks to address are all highlighted within SNCT/12, SNCT/32 and SNCT09/09, namely:
- Job Titles
 - Working Hours and Working Year
 - Duties and Remits

2 JOB TITLES

- 2.1 SNCT/12 suggests that the title of "Adviser" is to be changed to "Quality Improvement Officer" (QIO). SNCT/32 suggests that a QIO who manages other QIOs should be styled a "QIO Manager", and that some posts should be styled "Education Support Officers".

2.2 The undernoted post titles will be used in Angus:

- Principal Quality Improvement Officer
- Quality Improvement Officer
- Education Development Officer (to be phased out)
- Education Support Officer

3 WORKING YEAR

3.1 The annual leave entitlement of the Principal Quality Improvement Officer and of any Quality Improvement Officer/Educational Development Officer/Education Support Officer will be:

- 35 days for members of staff with less than 5 years continuous* service
- 40 days for members of staff with 5 years or more continuous* service at the beginning of a leave year
- the leave entitlement for part-year service will be calculated on a pro rata basis
- the leave entitlement noted above includes the 7 fixed public holidays set by Angus Council on an annual basis

**For the purposes of this entitlement, the continuous service date for any individual member of staff will be that which is used to calculate sickness and redundancy entitlement, explicitly set out in the individual Statement of Particulars issued to each new member of staff.*

3.2 SNCT/12 introduced a contractual obligation on QIOs to undertake an **additional** 35 hours of CPD per annum (as a maximum). This obligation applies equally to the Principal QIO, EDOs, ESOs and any temporary ESOs appointed now or in future.

3.3 EDS staff in Angus will have some working days each year (within their normal working year) devoted to their own CPD, these days being identical for all members of EDS, thereby enabling team-based training to be undertaken.

3.4 EDS staff will have the facility to take a maximum of 8 working days per annum of Time Off in Lieu (TOIL) of any additional twilight/weekend working which has had to be undertaken.

3.5 **Agreed Arrangements* for Working Week and Working Year**

3.5.1 Annual Leave

- *The leave year for EDS staff runs from 1 January to 31 December. Annual leave must be taken within the leave year and only in exceptional circumstances would any untaken leave be available to be carried forward into the next leave year. Even in these exceptional circumstances, the maximum period of leave eligible to be carried forward would be 5 days, and these 5 days leave would have to be taken within one calendar month of the end of the leave year.*
- *Requests for leave should be made in writing to the Principal QIO** using the standard request form.*

- Staff are required to liaise with the Principal QIO** in order to agree when it is most appropriate, subject to the requirements of the Angus Education Service, to take periods of annual leave. Annual leave will normally be taken during school holiday periods.
- On an annual basis, one EDS Training Day will be arranged – in advance – either immediately after the last day of the school summer term in June/July or immediately before the commencement of the new school session for staff in August; EDS staff will be expected to be on duty on this day, the precise date being arranged with at least 6 months advance notice.

***Personal requests from the Principal QIO for Annual Leave should be submitted to the Senior Education Manager.*

3.5.2 Working Week*

- The 35 hour working week should be thought of as comprising a “normal” working day from 9.00am until 5.00pm with a one-hour lunch break.
- EDS staff may vary the precise timing of each working day, provided an arrangement is made with the Principal QIO to record the actual hours worked each day, and also on the understanding that the actual hours worked should be a matter for approval on a monthly basis between the individual member of staff and the Principal QIO.

3.5.3 Time Off in Lieu (TOIL)*

- The facility to take Time Off in Lieu of additional hours worked on approved activities will continue to be available, and the use of this facility will be monitored by the Director of Education on an annual basis.
- TOIL will only be available in respect of clearly defined approved duties undertaken in excess of the normal working week, such duties to include:

⇒ leading training events after 5 pm on weekdays or at any time on Saturdays or Sundays

⇒ attendance at meetings of Local Support Groups after 5 pm on weekdays

⇒ participating[†] in courses/conferences in evenings or at weekends.

[†]see also 3.5.5 below: participation in courses/conferences is more likely to feature as part of an annual CPD programme than as qualifying for TOIL.

- In certain circumstances it may be possible to agree to acknowledge some aspects of travelling time/overnight stays in approving some activities which qualify for TOIL.
- Permission to participate in any out of hours activities (to compensate for which the staff member wishes to apply for TOIL) must be sought as far in advance as possible from the Principal QIO, using a standard pro forma. Normally such permission must be sought at least 7 days in advance of the activity, with this minimum notice requirement being waived only in the most exceptional of circumstances.

- *In some circumstances, by mutual agreement between the member of staff and the Principal QIO, TOIL will be taken within what would otherwise have been a normal working day/working week – normally within ten working days of the out of hours activities having been undertaken.*
- *Otherwise TOIL will normally be taken during school holiday periods; in this context, the maximum amount of TOIL which any EDS member will be eligible to accrue within any one school session will be 8 days – to be taken during school holiday periods – and should be the subject of discussion with the Principal QIO on the same basis as other annual leave requests (see para 3.5.1 above).*

3.5.4 Payment for Additional Activities*

- *In unusual circumstances, and with the agreement of the individual member of staff, additional payments may be made for approved duties undertaken in excess of the normal contractual working week.*

3.5.5 Continuing Professional Development (CPD)*

- *The annual working time set aside for CPD activities for EDS staff should be undertaken within the context of JNCT advice on CPD for all teaching staff in Angus (AJNCT/3).*
- *Normally at least one full day of whole-EDS CPD activities will be arranged in the course of the pupil year – that day being reckoned as contributing a total of 7 hours towards the contractual obligation to undertake 35 hours per annum of CPD activities. In addition, the one EDS training day arranged in June/July or August (see 3.5.1 final bullet point) will be reckoned as contributing 7 hours also towards this contractual obligation.*
- *The annual EDS Service Plan will incorporate a Training Plan – which will influence (and be influenced by) the individual and collective Staff Development needs of the EDS.*
- *Each member of staff should agree a CPD plan annually (normally before 30 September) with her/his line manager.*
- *The CPD plan should include reference to some CPD activities being undertaken outwith the agreed 35 hour working week as well as making reference to any days of organised CPD activities for the whole of EDS and to any other CPD activities which may be planned within the working week/working year.*
- *CPD activities should be recorded on a standard pro forma by each member of staff so that a CPD portfolio can be built up.*

**all the above conditions will apply to all permanent members of EDS staff, and to any person appointed to the temporary post of ESO*

4 DUTIES AND REMITS

Principal Quality Improvement Officer	Annex 1
Quality Improvement Officers	Annex 2
Education Development Officers:	
➤ Physical Education and Sports Development	Annex 3
➤ Pre-School	Annex 4
Education ICT Manager	Annex 5
Principal Officer (Support for Learning)	Annex 6
Education Support Officers:	
➤ Science	Annex 7
➤ Literacy	Annex 8
➤ Numeracy	Annex 9
➤ Cross-Cutting Themes	Annex 10
Music Support Officer	Annex 11

(July 2009)

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 1****JOB DESCRIPTION****POST Principal Quality Improvement Officer****LOCATION Educational Development Service****MAIN TASKS**

- To contribute to the promotion and assurance of quality across the work of all Angus schools
- To provide staff and curriculum development support to schools
- To undertake lead responsibilities including a lead support role in respect of his/her individual specialism(s)/expertise
- To undertake link QIO duties in respect of identified schools
- To co-ordinate EDS contributions to the Education Service planning process
- To contribute to the production of (a) the Integrated Children's Services Plan (b) Education Service plans (c) Service Performance Reports (d) National Priorities Progress Reports
- To contribute to inter-agency approaches to Integrated Children's Services Planning
- To support the Directorate in ensuring articulation between the Service planning process and school development plans
- To contribute to the work of the Education Service's Extended Management Team
- To assign specific tasks to Quality Improvement Officers and to co-ordinate major service developments which involve more than one Quality Improvement Officer
- To supervise the professional development of Education Officers and Staff Tutors
- To co-ordinate continuing professional development opportunities for EDS staff
- To undertake professional reviews of individual Quality Improvement Officers and Education Development Officers in accordance with the policies of the Council
- To supervise and co-ordinate the contributions of external agencies to staff and curriculum development in Angus schools
- To oversee the management of the service's CPD management framework, with particular reference to the operation of CPD Online
- To manage all arrangements relating to the CPD programme
- To support the implementation of school performance reviews and the provision of related Best Practice Reports
- To carry out routine administration in relation to the EDS budget, including staff tutors, local support groups and specific grant claims

- To undertake day to day management of the EDS office in liaison with other Heads of Support Services
- To co-ordinate and disseminate information about educational research and development activities likely to be of benefit to the Council and its schools
- To undertake any other duties appropriate to the post which may be prescribed by the Director of Education

ACCOUNTABILITY

The Principal Quality Improvement Officer is directly accountable to the Senior Education Manager (Quality Improvement).

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 2****JOB DESCRIPTION****POST Quality Improvement Officer****LOCATION Educational Development Service****MAIN TASKS**

The postholder will be a member of the Educational Development Service.

Quality Improvement Officers will have the following key tasks:

- a) contribute to the provision and assurance of quality in the work principally of specified link schools and draft regular school monitoring reports
- b) support the preparation by schools of (i) annual school self evaluation reports in respect of key areas of their work and (ii) annual standards and quality reports and related development plans
- c) lead, support and participate, as appropriate, in Authority Performance Reviews and in the preparation of related individual focus school reports and Authority-wide "Best Practice" reports
- d) prepare pre-inspection school reports, support schools in the pre-inspection phase and in the construction and implementation of action plans arising from HMIE inspections and Authority evaluation exercises; prepare HMIE inspection follow-through reports
- e) analyse and use performance information to challenge schools to improve
- f) identify individual school improvement priorities through examination of a range of performance data; in liaison with Head Teachers manage the deployment of relevant staff to address these priorities
- g) ensure that local Authority (and National) priority areas and targets are taken forward appropriately by schools
- h) draw on the knowledge of schools to support and inform strategic planning and policy development
- i) support curriculum development and quality improvement projects in response to needs identified by link schools in their development plans
- j) support all aspects of the development planning process, principally in link schools, and ensure articulation between school plans and the Angus Integrated Children's Services Plan
- k) plan, deliver and co-ordinate professional development activities for school staff including pre-school staff in schools throughout Angus
- l) undertake lead responsibilities including a lead support role for all Angus schools in respect of his/her specialism(s) / expertise and other allocated areas
- m) liaise with other agencies including national networks and other Education Authorities with respect to sources of support not available within Angus

- n) establish and co-ordinate the work of local networks with a view to identifying, sharing and disseminating good practice
- o) initiate, monitor and support the work of local support groups in the production of curriculum and staff development packages
- p) advise the Director of Education and Head Teachers on issues relating to curricular and physical resources, curriculum management, staff appointments, continuing professional development and support
- q) supervise, where appropriate, the work of visiting teachers, co-ordinators and seconded staff
- r) liaise with other Council departments and external agencies as appropriate
- s) undertake any other duties appropriate to the post which may be prescribed by the Director of Education

ACCOUNTABILITY

The Quality Improvement Officers are directly accountable to the Principal Quality Improvement Officer.

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 3****JOB DESCRIPTION****POST Education Development Officer
 (Physical Education and Sports Development)****LOCATION Educational Development Service****MAIN TASKS**

- To co-ordinate the provision of support to schools in relation to Physical Education and related Health Improvement developments
- To support curriculum development activities in primary and secondary schools and in school clusters
- To provide direct support for 5-14 Expressive Arts and Health Improvement projects
- To contribute to corporate Health Improvement projects
- To manage the deployment of Visiting Teachers of Physical Education and to support the relevant Quality Improvement Officer in implementing the Authority's CPD procedures in relation to those colleagues
- To provide support to Curriculum Advisory Groups and subject networks, as appropriate
- To provide schools with Health and Safety advice and guidance in relation to PE and Sports
- To co-ordinate the maintenance and repair of sports equipment in schools
- To support the work of Active Schools Co-ordinators
- To oversee the implementation of the Authority's Daily Physical Activity Programme in primary schools
- To organise inter-school sports events and support, where appropriate, training squads for Angus schools
- To establish and maintain close links with local and national sports bodies including funding bodies
- To undertake other duties appropriate to the post which may be prescribed by the Director of Education

ACCOUNTABILITY

The Education Development Officer is directly accountable to the Principal Quality Improvement Officer.

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 4****JOB DESCRIPTION****POST Education Development Officer (Pre-School)****LOCATION Friockheim Resource Centre****MAIN TASKS**

- to contribute to the promotion of effective learning and teaching practices for pre-school pupils in all Angus schools and in centres of pre-school education managed by partner providers
- to provide and/or arrange appropriate briefing papers and advice for staff in relation to emerging national advice about pre-school children
- to assist in the planning of procedures which will enable the Council to implement legislative requirements in respect of pre-school children
- to contribute to the education service planning process and maintain links with the Educational Development Service
- to contribute to the production of
 - (a) the Integrated Children's Services Plan
 - (b) the Education Service Plan
 - (c) Service Performance Reports
 - (d) National Priorities Progress Reports
- to contribute to inter-agency approaches to Integrated Children's Services Planning – specifically as a member of the Childcare Partnership
- to contribute to the work of the Education Service's Extended Management Team
- to supervise the professional development of the Support Teacher Pre-school, the Scottish Pre-school Play Association development officers and other seconded members of staff
- to promote and co-ordinate continuing professional development opportunities for all staff engaged in working with pre-school children
- to liaise with other services and agencies involved in providing support for pre-school children
- to undertake professional reviews of the pre-school support teacher and clerical support staff in accordance with the policies of the Council
- to co-ordinate the contributions of external agencies in curriculum development activities for staff working with pre-school children across Angus both in schools and in partner providers' centres
- to contribute to the production of school performance reviews and the related Best Practice Reports
- to carry out routine administration in relation to the budget for pre-school children including expenditure on staff tutors, local support groups and specific grant claims
- to provide a quality assurance service for all partner providers of pre-school education

- to work with Head Teachers and managers of pre-school education in respect of Care Commission and HMle reports
- to maintain and develop professional links with colleagues in other local authorities and with relevant professional networks.

ACCOUNTABILITY

The Education Development Officer (Pre-school) is directly accountable to the Senior Education Manager (Quality Improvement).

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 5****JOB DESCRIPTION****POST Education ICT Manager****LOCATION Angus Music Centre****MAIN TASKS**

As per Schedule A of SJNC Circular SE/49 (Advisers' Duties)

1. Lead and manage Education ICT Team.
2. Responsible for the Development and implementation of Departmental ICT Strategy.
3. Contribute towards quality improvement in school by maximising potential benefits if ICT through the curriculum.
4. Give advice to the Senior Management Team on all matters relating to ICT.
5. Co-ordinator development and delivery of ICT staff development for all Education staff.

Main Activities

1. Participate in ICT Strategy Group.
2. Co-ordinate Computing and Business Studies CAGs.
3. Identify and develop curricular materials which can be networked within schools to bring together traditional teaching methods and the use of Information and Communications Technology as a learning medium.
4. Provide advice on new and emerging technologies for schools to help them develop a high quality ICT curriculum infrastructure.
5. Ensure the best use of school based networks as part of the whole school domain for learning and teaching.
6. Direct the design and maintenance of intranets/internet within schools and within the Education Department.
7. Liaise with Senior Management within schools and Teachers to take forward the Department's ICT strategy to make best possible use of the National Grid for Learning.
8. Evaluate available educational hardware/software and provide advice and information to schools.
9. Maintain overview of administrative support system in schools to ensure they meet the needs of schools and department as a whole.
10. Liaise with senior management in the IT Department regarding education and corporate IT matters.
11. Manage available budget provision and service level agreements within the schools.

ACCOUNTABILITY

The Education ICT Manager is directly accountable to the Principal Quality Improvement Officer.

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 6****JOB DESCRIPTION****POST Principal Officer (Support for Learning)****LOCATION Montrose Road Centre, Forfar****MAIN TASKS**

- to contribute to the promotion of effective learning and teaching practices for pupils with additional support needs across all Angus schools
- to provide and/or arrange appropriate briefing papers and advice for staff in relation to emerging national advice about children who have additional support needs
- to assist in the planning of procedures which will enable the Council to implement legislative requirements for children with additional support needs
- to contribute to the education service planning process and maintain links with the Educational Development Service
- to contribute to the production of
 - (a) the Integrated Children's Services Plan
 - (b) the Education Service Plan
 - (c) Service Performance Reports
 - (d) National Priorities Progress Reports
- to contribute to inter-agency approaches to Integrated Children's Services Planning – specifically as a member of the Joint Management Team of the Education and Social Work Departments
- to contribute to the work of the Education Service's Extended Management Team
- to supervise the professional development of the Assistant Principal Officer Support for Learning, staff in off-site educational provisions and the peripatetic support services and Principal Teachers (ASN) Primary
- to promote and co-ordinate continuing professional development opportunities for all staff engaged in working with children with additional support needs
- to liaise with other services and agencies involved in providing support to children with additional support needs
- to undertake professional reviews of staff in off-site provision and the peripatetic services and PTs (ASN) Primary in accordance with the policies of the Council
- to co-ordinate the contributions of external agencies in curriculum development activities for staff working with pupils with additional support needs in Angus schools
- to contribute to the production of school performance reviews and the related Best Practice Reports
- to carry out routine administration in relation to the budget for pupils with additional support needs including expenditure on staff tutors, local support groups and specific grant claims

- to overview the management of off-site educational provision, the peripatetic services and Principal Teachers (ASN) Primary in liaison with Heads of Service and other Heads of Support Services
- to maintain and develop professional links with colleagues in other local authorities and with relevant professional networks.

ACCOUNTABILITY

The Principal Officer (Support for Learning) is directly accountable to the Senior Education Manager (Pupil & Parent Support).

EDUCATION DEPARTMENT

**AJNCT/5
ANNEX 7**

JOB DESCRIPTION

POST **Education Support Officer (Science)**

Responsible to:	Principal Quality Improvement Officer
Responsible for:	Promoting Effective Learning and Teaching and Achievement in Science
Location:	Educational Development Service, Ravenswood, Forfar. Work will involve travel mainly in Angus. The secondee will have access to a motor vehicle and hold a current driving licence. Travel expenses will be paid at the casual users' rate and approved travel outwith the area on council business will be paid at the public transport rate.
Salary:	National Education Support Officer Scale (£36,993/£38,469/£39,942)
Status of Post:	This post will attract the following conditions of service: 36.25 hours per week with 25 days annual leave plus 12 public holidays. An option for Angus candidates will be a secondment for a period of up to 3 years. Secondees would be either on the national ESO scale or their current substantive salary, whichever is the greater.

JOB PURPOSE

- 1 To assist schools to improve learning and teaching through the implementation of the Angus Effective Learning and Teaching guidelines, Co-operative Learning and other Active Learning approaches.
- 2 To support schools to implement a "Curriculum for Excellence" with a focus on the Science *Outcomes and Experiences* and effective methodologies including Cooperative Learning.
- 3 To support primary and secondary schools in all aspects of Science including developing more integrated and cross curricular approaches.

MAIN DUTIES

1 Developing and Implementing Authority Policy

- support the implementation of Cooperative Learning and other active learning approaches
- 1. play a leading role in working groups to develop Authority guidance in relation to the national Science *Outcomes and Experiences* and to develop effective learning and teaching in Science Education

2 Working with Teachers

Through school, classroom and cluster based activities, assist staff in primary and secondary schools to:

- develop their use of Cooperative Learning

- develop formative assessment practices to enable all pupils to achieve success and in order to raise attainment
- achieve consistency, balance and progression in the teaching and assessment of Science, especially at the transitions between P7 and S1, and support moderation activities
- integrate literacy, numeracy and other cross-cutting themes in Science programmes
- promote the effective use of ICT

3 Other Duties/Responsibilities

- work in co-operation with Quality Improvement Officers and Staff Tutors to provide support and challenge in specific school clusters
- liaise with other Education Support Officers, as appropriate, to support the work of Staff Tutors in their generic role*.

*This generic role involves Staff Tutors supporting schools in relation to Effective Learning and Teaching (including Assessment), Literacy, Numeracy and ICT.

EDUCATION DEPARTMENT

AJNCT/5
ANNEX 8

JOB DESCRIPTION

POST Education Support Officer (Literacy)

Responsible to:	Principal Quality Improvement Officer
Responsible for:	Promoting Effective Learning and Teaching and Achievement in all aspects of Literacy including information literacy.
Location:	Educational Development Service, Ravenswood, Forfar. Work will involve travel mainly in Angus. The post-holder will have access to a motor vehicle and hold a current driving licence. Travel expenses will be paid at the casual users' rate and approved travel outwith the area on council business will be paid at the public transport rate.
Salary:	National Education Support Officer Scale (£37,917/£39,432/£40,941) - from 1 April 2009
Status of Post:	This post will attract the following conditions of service: 36.25 hours per week with 25 days annual leave plus 12 public holidays. An option for Angus candidates will be a secondment for a period of up to 3 years. Secondees would be either on the national ESO scale or their current substantive salary, whichever is the greater.

JOB PURPOSE

- 1 To assist schools to improve learning and teaching approaches through the adoption of the Angus ELT guidelines and the trained use of Co-operative Learning strategies.
- 2 To support schools to implement a "Curriculum for Excellence" with a focus on the Literacy and English Language *Outcomes and Experiences* and on effective methodologies including Cooperative Learning.
- 3 To support primary and secondary schools in promoting Literacy skills including through the development of interdisciplinary learning approaches.

MAIN DUTIES

1 Developing and Implementing Authority Policy

- support the implementation of Cooperative Learning methodologies
- work with teachers in primary and secondary schools and with the Literacy Steering Group to develop and implement the Authority's literacy strategy
- play a leading role in working groups to develop Authority guidance in relation to the national English Language and Literacy *Outcomes and Experiences*
- organise and support key literacy events and seminars

2 Working with Teachers

Through school, classroom and cluster-based activities, assist staff in primary and secondary schools to:

- develop their use of Cooperative Learning
- develop formative assessment practices to enable all pupils to achieve success and to raise attainment
- achieve consistency, balance and progression in the teaching and assessment of literacy, especially at the transitions between P7 and S1
- support moderation activities

3 Information Literacy and Wider Learning Skills

- promote the effective use of ICT and school libraries/learning centres to foster independent learning
- develop pupil information literacy skills
- enhance pupils' learning skills across the curriculum

4 Other Duties/Responsibilities

- work in co-operation with Quality Improvement Officers and Staff Tutors to provide support and challenge in specific school clusters
- liaise closely with colleagues in Cultural Services to support developments in relation to educational resources
- in liaison with Education Support Officer colleagues, coordinate the work of Staff Tutors and support them in their generic role*.

*This generic role involves Staff Tutors supporting schools in relation to Effective Learning and Teaching (including Assessment), Literacy, Numeracy and ICT.

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 9****JOB DESCRIPTION****POST Education Support Officer (Numeracy)**

Responsible to:	Principal Quality Improvement Officer
Responsible for:	Promoting Effective Learning and Teaching and Achievement in all aspects of Numeracy.
Location:	Educational Development Service, Ravenswood, Forfar. Work will involve travel mainly in Angus. The secondee will have access to a motor vehicle and hold a current driving licence. Travel expenses will be paid at the casual users' rate and approved travel outwith the area on council business will be paid at the public transport rate.
Salary:	National Education Support Officer Scale (£36,993/£38,469/£39,942)
Status of Post:	This post will attract the following conditions of service: 36.25 hours per week with 25 days annual leave plus 12 public holidays. An option for Angus candidates will be a secondment for a period of up to 3 years. Secondees would be either on the national ESO scale or their current substantive salary, whichever is the greater.

JOB PURPOSE

- 1 To assist schools to improve learning and teaching through the implementation of the Angus Effective Learning and Teaching guidelines, Co-operative Learning and other Active Learning approaches.
- 2 To support schools to implement a "Curriculum for Excellence" with a focus on the Numeracy and Mathematics *Outcomes and Experiences* and effective methodologies including Cooperative Learning.
- 3 To support primary and secondary schools in all aspects of Numeracy including developing more integrated and cross curricular approaches.

MAIN DUTIES**1 Developing and Implementing Authority Policy**

- support the implementation of Cooperative Learning and other active learning approaches
- play a leading role in working groups to develop Authority guidance in relation to the Mathematics and Numeracy *Outcomes and Experiences*.

2 Working with Teachers

Through school, classroom and cluster based activities, assist staff in primary and secondary schools to:

- develop their use of Cooperative Learning

- develop formative assessment practices to enable all pupils to achieve success and to raise attainment
- achieve consistency, balance and progression in the teaching and assessment of numeracy, especially at the transitions between P7 and S1, and support moderation activities
- promote the effective use of ICT

3 Other Duties/Responsibilities

- work in co-operation with Quality Improvement Officers and Staff Tutors to provide support and challenge in specific school clusters
- liaise with other Education Support Officers, as appropriate, to support the work of Staff Tutors in their generic role*.

*This generic role involves Staff Tutors supporting schools in relation to Effective Learning and Teaching (including Assessment), Literacy, Numeracy and ICT.

EDUCATION DEPARTMENT

**AJNCT/5
ANNEX 10**

JOB DESCRIPTION

POST Education Support Officers (Cross-Cutting Themes)*

Responsible to:	Principal Quality Improvement Officer
Responsible for:	Promoting Effective Learning and Teaching and Achievement and developing the cross-cutting themes within a Curriculum for Excellence.
Location:	Educational Development Service, Ravenswood, Forfar. Work will involve travel mainly in Angus. The secondee will have access to a motor vehicle and hold a current driving licence. Travel expenses will be paid at the casual users' rate and approved travel outwith the area on council business will be paid at the public transport rate.
Salary:	National Education Support Officer Scale (£36,993/£38,469/£39,942)
Status of Post:	This post will attract the following conditions of service: 36.25 hours per week with 25 days annual leave plus 12 public holidays. An option for Angus candidates will be a secondment for a period of up to 3 years. Secondees would be either on the national ESO scale or their current substantive salary, whichever is the greater.

JOB PURPOSE

- 1 To assist schools to improve learning and teaching through the implementation of the Angus Effective Learning and Teaching guidelines, Co-operative Learning and other Active Learning approaches.
- 2 To support schools to address the cross-cutting themes within a "Curriculum for Excellence".
- 3 To support primary and secondary schools in all aspects of Enterprise as an embedded element of the curriculum.
- 4 To develop vocational learning capacity and to deliver the recommendations within *More Choices, More Chances*.
- 5 To promote the effective use of ICT – including GLOW – across the curriculum.

MAIN DUTIES

1 Developing and Implementing Authority Policy

- support the implementation of Cooperative Learning and other active learning approaches
- work with teachers in primary and secondary schools, EDS staff and with relevant networking groups to develop and implement Authority strategies in relation to the cross-cutting themes
- play a leading role in working groups to develop Authority guidance to embed Enterprise within the curriculum, develop vocational learning and promote *More Choices, More Chances* for all Angus pupils
- support the development and implementation of corporate and education service IT/ICT strategies

2 Working with Teachers

Through school, classroom and cluster based activities, assist staff in primary and secondary schools to:

- develop their use of Cooperative Learning
- develop formative assessment practices to enable all pupils to achieve success and to raise attainment
- embed cross-cutting themes, for example citizenship and creativity, within the curriculum and support continuity and progression
- develop the capacity of all secondary schools to offer pupils access to accredited vocational programmes
- support On2FEET Mentors and share successful practice in increasing the proportion of pupils moving to employment, education or training on leaving school
- promote the effective use of ICT

3 Other Duties/Responsibilities

- work in co-operation with Quality Improvement Officers and Staff Tutors to provide support and challenge in specific school clusters
-
- liaise with other Education Support Officers, as appropriate, to support the work of Staff Tutors in their generic role*.

*This generic role involves Staff Tutors supporting schools in relation to Effective Learning and Teaching (including Assessment), Literacy, Numeracy and ICT.

***The 2 postholders will undertake specific responsibilities in keeping with their professional expertise.**

EDUCATION DEPARTMENT**AJNCT/5
ANNEX 11****JOB DESCRIPTION****POST Music Support Officer****LOCATION Ravenswood, Forfar****MAIN TASKS**

- 1 Oversee the administration and co-ordination of the Instrumental Tuition Service
- 2 Co-ordinate orchestral and band activities including residential courses
- 3 Oversee arrangements for public performances
- 4 Co-ordinate the deployment of the Visiting Teachers of Music and the organisation of their CPD programme in liaison with the relevant Quality Improvement Officer
- 5 Provide support to Curriculum Advisory and Subject Network Groups
- 6 Co-ordinate Expressive Arts events and activities for Angus schools
- 7 Lead the Youth Music Initiative
- 8 Plan and deliver support, including curricular support, to schools in the area of Expressive Arts
- 9 Contribute to the development and implementation of the Authority's Arts and Cultural Education Strategy
- 10 Liaise, as appropriate, with other Council departments
- 11 Establish and maintain links with local and national bodies including funding bodies
- 12 Undertake other duties as appropriate to the post which may be prescribed by the Director of Education

ACCOUNTABILITY

The Music Support Officer is directly accountable to a Quality Improvement Officer.