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## Job Description (EMB 2024/11/001)

<b>Job title</b>	Education Manager: Biology
<b>Department/Section</b>	Secondary Education
<b>Salary</b>	Education Manager Band, Increment point 1 £46,676 (point 1 of a 4 point increment scale)  Annual Leave – 30 days (fully flexible), 10 days public holiday and in addition HQ close between Xmas and New Year.

<b>Main purpose of the job</b>	
<b>1</b>	Develop and deliver professional learning in biology and related bioscience curriculum areas, including Environmental Science and Microbiology for Schools.
<b>2</b>	Provision of appropriate curriculum advice to support the implementation of safe, effective and engaging practical activities in the classroom.

<b>Key tasks and objectives</b>	
<b>1</b>	Develop professional learning courses for secondary education practitioners and school/college technicians, with a strong focus on hands-on, face-to-face, experiential learning. Achieve required outcomes in line with agreed budgets and timescales.
<b>2</b>	Deliver professional learning courses for secondary education practitioners and school/college technicians; both face-to-face and digital.
<b>3</b>	Identify and work with key stakeholders to promote SSERC's professional learning offering in Biology and related bioscience curriculum areas.
<b>4</b>	Keep up to date with developments within Biology and related bioscience curriculum areas and act where necessary to share and promote key educational developments with colleagues and partners.

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**1-3 Pitreavie Court, South Pitreavie Business Park, Dunfermline KY11 8UU**

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<b>5</b>	Provide health and safety advice and support specific to Biology and related bioscience curriculum areas.
<b>6</b>	Oversee aspects of the publication of relevant materials e.g. SSERC STEM Bulletin.
<b>7</b>	Utilise professional learning and networking opportunities to maximise ongoing expertise in your specialist areas.
<b>8</b>	Support the Early Years and Primary Education team in developing appropriate professional learning activities.
<b>9</b>	Support and understand organisational change.
<b>10</b>	Work in partnership with and support the development of the SSERC Scientific Officer team.

Reports to:	Chief Executive Officer
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