

Job Description



Company: SSERC

Date: 17/9/20

Job Title: Education Manager, incorporating digital skills/computing science

Department: Early Years and Primary Education

1. Job Details

Responsible to: Head of Early Years and Primary

Working Hours: 35

Salary Range: £41 222- £44 881

Essential Qualifications:

Appropriate teaching qualification :

1. A four year undergraduate programme such as the Bachelor of Education
2. A one year Professional Graduate Diploma in Education (PGDE)
3. A part-time course, usually done in partnership with certain local authorities
4. Other appropriate alternative

Evidence of digital skills/computing science professional learning activity

Essential Experience:

- Teaching experience in Early Years and/or Primary settings
- Experience of development and delivering professional learning in **both** STEM and Digital skills/computing science for Primary teachers/ Early Years practitioners.
- Full understanding of current education landscape and the most up to date developments therein.

2. Job Summary (Description of main purpose of job):

Development and delivery of STEM and digital skills/computing science professional learning to support the education community in Scotland (including childminders) who have responsibility for the delivering of CfE levels Early through to second.

3. Key Tasks:

- Development of STEM and digital skills/computing science professional learning courses for all education practitioners (including childminders) with have a strong focus on hands on, face to face, experiential learning, achieving required outcomes in line with agreed budgets and timescales.
- Delivery of STEM and digital skills/computing science professional learning courses for all education practitioners including childminders via a variety of delivery modes including online and face to face.

- Identify and work with key stakeholders to promote the SSERC PL offering related to digital skills/computing science.
- Keep up to date with developments within the digital skills/computing science education field and act where necessary to share and promote key educational developments with colleagues and partners.
- Provide health and safety advice and support, as appropriate, specific to digital skills/computing science.
- Supporting and understanding organisational change
- Oversee the publication of relevant materials.
- Utilise PL and networking opportunities to maximise expertise in own specialist areas.

Note: This description is not intended to establish a total definition of the job, but an outline of the duties. Please read in conjunction with the associated person specification.

If you feel you meet all the criteria for the role and this sounds like an exciting opportunity, please submit your CV and covering letter to vacancies@sserc.scot

Closing Date: Friday 23rd October 2020 It is likely that interviews will place on 9th November 2020