**Education Manager – Early Years and Primary**

**Dunfermline – salary**  **£42,448 to £46,227** (annual salary review pending)

**18-month fixed term contract (potential for extension)**

**35 hours per week**

The postholder will be based in our SSERC headquarters in Dunfermline. There may be an opportunity for the successful applicant to opt in the organisation’s hybrid working pilot scheme. This will be subject to discussion with the successful candidate and will be reviewed on an ongoing basis.

The maximum salary is on the Education Manager Band, at increment point 4.

**About us**

SSERC is a local authority shared service, providing support across all thirty-two Scottish Education Authorities. Our services are available to elected members and officers of Local Authorities, teachers, student teachers and school and college technicians.

SSERC offers a broad portfolio of services, principally in support of the STEM (Science, Technology, Engineering and Mathematics) areas of the curriculum, not available from any other source and which can be broken down into three main strands of activity:

* provision of Professional Learning for early years, primary and secondary teachers, school and college technicians and childminders
* the Advisory Service
* wider STEM engagement activities including: the Young STEM Leader Programme; the STEM Ambassador in Scotland Programme, ENTHUSE Partnerships; Education/Industry Partnerships; ESERO Space Champion and Nuffield Research Placements.

We are a forward thinking organisation, which continues to develop and grow. Our people are our greatest asset.

**About the role**

The postholder will have responsibility for the development and delivery of Professional Learning in Early Years and Primary. The role includes provision of appropriate curriculum advice to support the implementation of safe practical activities.

**About you**

This postholder will have:

* a qualification in education appropriate, or equivalent, to GTCS requirements for primary teaching.
* experience of working within a primary education environment.
* experience of leading professional learning/ working groups in Science and/or other associated STEM subjects at local, regional or national level (both face to face and online).
* a creative and innovative approach to problem-solving and commitment to continuous improvement.

The post holder will be required to work 35 hours per week; occasional evening and weekend work may be required. The post holder will be required to undertake business activity in a variety of geographical locations across the UK that may necessitate overnight stays away from home.

If you are interested in applying for this exciting post, then please submit a CV and covering letter to [vacancies@sserc.scot](mailto:vacancies@sserc.scot). The closing date for submission is 17.00 on Friday 3rd December 2021.

Interviews will be scheduled for week beginning 13th December 2021. There is flexibility relating to a start date with an expectation that the postholder is in place by March 2022 at the latest.

If you would like to discuss this opportunity further with the Head of Early Years and Primary, please email [euan.mitchell@sserc.scot](mailto:euan.mitchell@sserc.scot)

**Education Manager – Early Years and Primary (18 months temporary)**

**Role Description**

**Job Title: Education Manager – Early Years and Primary**

**Reports to:** **Head of Early Years and Primary**

**Main Purpose of Role**

To support the education community in Scotland by -

* Development and delivery of professional learning to Early Years and Primary practitioners in STEM curriculum areas.
* Provision of appropriate curriculum advice to support the implementation of safe, effective, and engaging practical STEM activities in the classroom.

## Responsibilities

The post holder will be expected to:

* Develop professional learning courses for early years and primary education practitioners, with a strong focus on hands on, face to face, experiential learning, achieving required outcomes in line with agreed budgets and timescales.
* Deliver professional learning courses for early years and primary education practitioners, both face to face and digital.
* Identify and work with key stakeholders to promote SSERC’s professional learning offering in early years and primary and related STEM curriculum areas.
* Keep up to date with developments within early years and primary curriculum areas and act where necessary to share and promote key educational developments with colleagues and partners.
* Provide health and safety advice and support specific to early years and primary and related STEM curriculum areas.
* Oversee the publication of relevant materials e.g. SSERC early years and primary STEM Bulletin.
* Utilise professional learning and networking opportunities to maximise ongoing expertise in own specialist areas.
* Support the Early Years and Primary Education team to develop appropriate professional learning activities.
* Be involved in the production of PL videos, the writing and publication of termly bulletins and other relevant materials.
* Support, respect and understand organisational decisions by SSERC Senior Management Team and supporting the Head of Early Years and Primary to implement these decisions.

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.

**Education Manager – Early Years and Primary (18 month temporary)**

**Person Specification**

**Qualifications, Skills and Experience**

**Qualifications**

* A four-year undergraduate programme such as the Bachelor of Education or a one-year Professional Graduate Diploma in Education (PGDE)
* An alternative degree in primary together with a qualification in education appropriate, or equivalent, to GTCS requirements for teaching early years and primary.

Work Experience

* Minimum of 5 years classroom experience of delivering high quality learning and teaching within the primary education sector.
* Involvement in the development and delivery of professional learning courses at school, local authority or national level.

Essential skills/abilities

* Thorough knowledge of Curriculum for Excellence its context and objectives.
* Excellent STEM knowledge and aptitude.
* Knowledge of current educational theory, pedagogy and assessment methodology.
* Commitment to the improvement of education in early years and primary within the context of the Scottish Government STEM Strategy and Curriculum for Excellence.
* Familiarity with STEM Improvement wider contexts.
* Enthusiasm for practical work, its importance and contexts within the curriculum.
* Ability to lead the development of innovative practical activities to support learning at all levels.
* Ability to deliver creative, stimulating and relevant professional learning programmes for early years practitioners and primary teachers in collaboration with SSERC’s external partner organisations.
* Ability to establish and foster excellent relationships with partner organisations in wider educational contexts and in the early years and primary sector.
* Familiarity with health and safety requirements as they relate to practical activities in early years settings and school.
* Willingness to embrace the ever-changing educational landscape and its impact on the specified job role.
* Exhibit excellent teamwork demonstrating a supportive and creative approach.
* Ability to handle difficult situations and complex group dynamics.
* Demonstrate excellent communication skills.
* Possess a flexible attitude to undertaking roles and responsibilities within SSERC’s early years and primary education team and within the wider organisation.
* Be ready and solution focussed to change and to demonstrate the ability to be adaptable, flexible, proactive, and reactive
* Excellent digital skills – particularly with the use of Microsoft Teams and the Office 365 suite

**Desirable Qualities: Those qualities which allow the job to be performed to the optimum level.**

* Excellent IT skills
* Management of personnel out-with the employing organisation e.g., consultants, partnership working including Education Scotland and RAiSE
* Project management certification or training
* Content authoring skills
* Social media and/or marketing/promoting skills

Other Considerations

* Flexibility relating to weekend and evening working
* Occasional delivery out-with SSERC HQ
* Driving licence beneficial
* Hybrid working available (Home/SSERC HQ working in agreement with line manager)

Training opportunities will be provided to the successful candidate.

**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](mailto:vacancies@sserc.scot) no later than 17:00 on Friday 3rd December 2021.

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