

Professional Development Officer

Choose/type an item or delete row.	Scotland's National Centre for Languages (SCILT) (http://www.scilt.org.uk/)		
Choose/type an item or delete row.	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Teaching	Reference No	Click here to enter text.
Reports To	Director	Grade:	8
Salary Range:	£40792 - £50132	Contract Type:	Fixed Term (Until 31 March 2020)
FTE	1 (35 hours/week)	Closing Date	14/06/2019

Job Advert

SCILT requires a Professional Development Officer to support secondary schools in the learning and teaching of languages across Scotland. This is an exciting opportunity to work at national level and drive forward the strategic languages agenda in Scotland.

The Professional Development Officer will be responsible for developing and delivering a broad range of support measures for teachers of languages. This would include, for example, leading professional learning, managing projects, national awards/competitions and other promotional events.

It is expected that the post holder will support practitioners to turn policy into practice to create a positive impact on learners. This will be based on identification of practitioners' needs, with particular reference to the aims of the National Improvement Framework and the 1+2 languages policy. The post holder would need extensive experience of leading recent modern language initiatives in a secondary school context. Established expertise in dynamic approaches to learning, teaching and assessment is essential. The post holder should also have a sound knowledge of current education policies and recent changes to SQA requirements.

Ideally, the post holder will have experience of external partnership working with the aim of developing creativity in languages and will be competent in the use of digital technologies. The successful candidate will have the ability to work not only on her/his own initiative but also as part of a team. Excellent organisational, ICT and communication skills are essential.

The post holder will report to the Director of the Centre.

The post is initially until the end of March 2020, preferably on a seconded basis.

Job Description

Brief Outline of Job:

The post will involve the development and delivery of a range of measures to support practitioners, language leaders and decision makers in their planning as they move into the final implementation stage of the 1+2 policy and beyond.

Main Activities/Responsibilities:

1. Develop and deliver a range of support measures for schools, communities and local authorities including the development and realisation of professional learning and knowledge exchange opportunities.

2.	Provide dedicated support for practitioners and managers in planning for effective change, given recent innovations in Scottish Education.
3.	Identify examples of interesting practice in language education and create opportunities for its dissemination.
4.	Contribute to, and participate in, events and conferences organised by SCILT and other partner organisations in Scotland and further afield.
5.	Engage in professional learning and current research and keep abreast of current developments in Scottish and international education pertinent to languages.
6.	Share updates and communications with language educators using a wide variety of media, such as newsletters, web pages, social networking sites and the Scottish schools' intranet, Glow.
7.	Lead existing projects and develop new initiatives that promote and encourage language learning. Demonstrate a commitment to quality improvement and peer-review by contributing fully to the SCILT planning cycle.

Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	Essential/ Desirable	Assessment Method
GTCS recognised teaching qualification	Essential	Application/CV
Demonstrated competence in one or more languages other than English	Essential	Application/CV
Demonstrated commitment to Career Long Professional Learning (CLPL)	Essential	Application/CV
Experience		
Recent experience of designing and developing a cohesive and progressive language programme for a secondary school	Essential	Application/CV
Experience of cross-sector collaboration and an understanding of the curriculum as a whole	Essential	App/CV/ Interview
A thorough knowledge and understanding of learning and teaching, curriculum development and assessment in modern languages within Curriculum for Excellence 3-18 and how this is translated into practice in Scottish schools	Essential	App/CV/ Interview
A sound grasp of recent policy, support and guidance for modern languages in Scotland and how language learning fits with the wider literacy development agenda	Essential	App/CV/ Interview
Experience of participating in moderation activities across a department/cluster/local authority	Essential	App/CV/ Interview
Experience of leading projects and initiatives at whole school or local authority level	Desirable	App/CV/ Interview
Experience of collaborating with key national agencies such as Education Scotland, SQA, GTCS and DYW	Desirable	App/CV/ Interview
Experience of developing or supporting partnerships with a range of partners such as business; parents and communities and cultural organisations and/or building international links	Desirable	App/CV/ Interview
Job Related Skills and Achievements		
Recent evidence of engaging in effective professional learning that has an impact on learners	Essential	App/CV/ Interview
Strong ICT skills with an excellent knowledge of Microsoft Office and an ability to communicate using technology and video conferencing	Essential	Application/CV
Ability to plan, lead and evaluate projects	Essential	Application/CV
Confidence and ability to deliver presentations and facilitate professional dialogue both with practitioners and with decision makers	Essential	Select/type.
Strong organisational, planning and problem-solving skills with the ability to work to tight deadlines	Essential	App/CV/ Interview
Personal Attributes		
A good team player who is able to build and sustain professional relationships/communities of practice	Essential	App/CV/ Interview

Able to adapt, work flexibly and show initiative in times of peak activity	Essential	App/CV/ Interview
Able to think creatively and demonstrate a can-do and solution-focused attitude	Essential	App/CV/ Interview
Other Relevant Factors		
Knowledge of European and international practices and initiatives in languages education	Desirable	App/CV/ Interview

Application Procedure

Select Application Procedure (HR use only)

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Fhiona Mackay, Director (fhiona.mackay@strath.ac.uk).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Academic staff category can be found at: [Conditions of Employment](#).

PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on [Click here to enter a date..](#)

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

