

# Person Specification



**Job Title:** Education Manager incorporating digital skills

**Department:** Early Years and Primary Education

**Date:** 17/9/20

## **Essential Qualities: Those qualities which are essential to perform the job.**

### **Work Experience**

- Experience of delivering high quality learning & teaching in both STEM **and** digital and/or computing science within one of the following sectors:
  - early years
  - primary.
- Involvement in the development and delivery of professional learning courses at school, cluster or local authority level

### **Education/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

### **Skills/Abilities**

- Be able to handle difficult situations and complex group dynamics.
- Excellent communication skills
- Be ready and solution focussed to change and to demonstrate the ability to adapt, always thinking on their feet.
- Excellent knowledge of current digital tools that support and enhance all learning and teaching
- Excellent digital skills/computational thinking knowledge and aptitude.
- Embracing the ever-changing educational landscape and the requirements to understand the need for change within the specified job role
- Excellent teamwork demonstrating a supportive and creative approach
- To demonstrate a flexible attitude to undertaking roles and responsibilities that benefit the Early Years and Primary Team as well as the organisation.
- Knowledge of current thinking regarding pedagogy and assessment methodology
- Experience of partnership working and engagement with wider stakeholders
- Respecting organisational decisions by SMT and supporting the Head of Early Years and Primary to implement these decisions
- Driving licence

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

- Management of personnel out-with the employing organisation eg consultants and external partners

- Knowledge of up to date Video editing software and how it can be used to ensure a modern look to SSERC digital broadcasts
- Content authoring skills
- Social media skills
- Self-evaluation and reflective skills

**Other Considerations**

- Flexibility relating to weekend and evening working
- Occasional delivery out-with SSERC HQ

Please read in conjunction with the associated job description.

**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)**

Closing Date: Friday 23<sup>rd</sup> October 2020 It is likely that interviews will place w/b 9<sup>th</sup> November 2020