

Perth & Kinross Council

Job Profile

Job Title: Teacher (Commissioned Curriculum Development Work and Projects)

Service: Education & Children's Services

Grade: Point 1 on Principal Teacher Salary Grade

Job Purpose

Teachers undertaking commissioned work will carry out work of an educational nature either to perform duties or to produce resources as specified in the specific job outline developed for each piece of commissioned work.

Examples of commissioned work that can be carried out:

(Please note this is over and beyond their normal duties)

- a) Teaching or training, preparing materials and undertaking learner assessment for additional or targeted revision.
- b) Producing commissioned learning and teaching resources for use in and outwith school. Such materials will be made available by Education & Children's Services for all staff across Perth & Kinross Council.
- c) Chairing or/and undertaking the associated administration relating to authority wide or national working groups, committees and networks, over and above normal contractual work requirements and related specifically to the commissioned work.
- d) Preparation and delivery of staff development activities beyond that routinely expected of all teachers.
- e) Coaching and mentoring staff after appropriate training.
- f) Reading and assessing reports, carrying out field visits and giving feedback to staff.
- g) Undertaking commissioned research and analysis.

Main Accountabilities for Teachers carrying out commissioned work

Section 1 – Additional work will be carried out in line with Perth & Kinross Council Teaching and Council policies.

Section 2 - The production of learning and teaching resources.

- The resources will meet the requirements set out in the initial job profile.
- The resources will be the original work of the Teacher.
- Resources will be produced in line with relevant legislation e.g. copyright law
- Resources will be shared amongst Perth & Kinross Council staff. In most cases this will be via Glow and Our Cloud.
- Resources may, at the discretion of Perth & Kinross Council ECS School Improvement staff, be shared nationally.
- The materials produced and any intellectual property rights will remain the property of Perth & Kinross Council. It is for the Council to decide about circulation.

Section 3 - Chair and undertake related duties on national and local working groups, committees and networks.

Section 4 - Support professional learning by coaching or mentoring staff, undertaking field visits or assessing report submissions.

Section 5 - Undertake commissioned research.

Job Specific Requirements

There is an expectation that Teachers employed to carry out commissioned work will meet all the requirements below:

<p>Knowledge & Experience</p> <p>You must :</p> <ul style="list-style-type: none"> • Have full GTC Scotland registration. • Be a qualified teacher • Have experience of delivering high quality learning and teaching. • Be able to demonstrate knowledge of relevant educational developments eg Curriculum for Excellence, Assessment is for Learning GIRFEC. • Be able to use ICT effectively to produce educational resources in the appropriate format
<p>Customer Care</p> <ul style="list-style-type: none"> • You must be able to develop and maintain appropriate relationships with a wide range of colleagues within and outwith the Council, pupils and parents as necessary.
<p>Health & Safety</p> <p>You must :</p> <ul style="list-style-type: none"> • Be able to cope with the demands of the work over and above their normal duties of their substantive post(s). • Have an awareness of Health and Safety Issues as they affect you and others comply with all relevant Health and Safety legislation.

Equality & Dignity at Work

You must:

- Be able to treat colleagues, pupils, parents and the community in accordance with the Council's policies on equalities and dignity at work.
- Be able to demonstrate commitment to the policy and practice of Inclusion.

Communications

You must :

- Be able to communicate and liaise effectively and sensitively with a wide range of colleagues, parents, pupils and the wider community.
- Have effective oral and written communication skills.

Flexibility

- You must be able to work effectively alone or as part of a working group.

Quality

You must, where necessary :

- Be able to contribute to school self evaluation, planning and development.
- Have evidence of a commitment to raising standards and promoting effective learning and teaching.
- Have a commitment to continuing professional development.

Team Working

Where necessary you must:

- Be able to effectively lead a team
- Be able to demonstrate effective participation in a team situation, whether as member or leader.

Decision Making & Problem Solving

- You must be able to work both under own initiative and as a member of a team