

# Professional Development Officer

Department	Scotland's National Centre for Languages (SCILT) ( <a href="http://www.scilt.org.uk/">http://www.scilt.org.uk/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Teaching	Reference No	18401
Reports To	Fhiona Fisher	Grade:	8
Salary Range:	£38,511 - £47,328	Contract Type:	Fixed Term to 31 March 2016
FTE:	1.00 (2 posts)	Closing Date	Monday, 25 May 2015

## Job Advert

SCILT requires two Professional Development Officers to support secondary schools as they continue to develop their strategy for the implementation of the 1+2 languages policy. This is an exciting opportunity to work at national level and drive forward the strategic languages agenda in Scotland.

**The Professional Development Officers** 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 workshops and managing projects, national awards/competitions and other promotional events.

It is expected that the post holders 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 Curriculum for Excellence and the implementation of the 1+2 languages policy. The post holders would, therefore, need extensive experience of leading recent modern language initiatives in a secondary school context. Established expertise in dynamic approaches to assessment is particularly desirable.

Ideally the post holders will also have experience of external partnership working with the aim of developing creativity in languages and/or the use of digital technologies to enhance language learning. The successful candidates will have the ability to work not only on their own initiative but also as part of a team. Excellent organisational, ICT and communication skills are essential.

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

The posts are initially available until the end of March 2016. Applications are welcomed from those that would like to take the role on a seconded basis. Head Teacher approval for a secondment arrangement should be sought in advance of interview.

## Job Description

### Brief Outline of Job:

The post will involve the development and delivery of a range of measures to support practitioners and managers in their planning for the strategic implementation of the 1+2 policy.

### Main Activities/Responsibilities:

1.	Develop and deliver a range of support measures for language practitioners, school managers and local authorities including support documents, case studies and professional learning workshops.
2.	Provide dedicated support for practitioners and managers in planning for effective change, given recent innovations in Scottish Education.

3.	To develop and deliver career long professional learning workshops tailored to local needs and presented at regional level.
4.	Identify examples of good practice in language education and disseminate as appropriate.
5.	Contribute to SCILT/CISS promotional events and annual conferences by delivering and facilitating workshops, giving presentations and disseminating good practice.
6.	Engage in CLPL and keep abreast of current developments in Scottish and international education pertinent to languages.
7.	Keep up to date with current educational research and practice, sharing regular updates for language teachers using a wide variety of media, such as newsletters, webpages, social networking sites and the Scottish schools' intranet, Glow.
8.	Lead existing projects and develop new initiatives that promote and encourage language learning.

## 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)

- E.1 GTCS recognised teaching qualification.
- E.2 A relevant degree and significant professional experience
- E.3 Demonstrated commitment to Career Long Professional Learning (CLPL).

### Experience

- E.4 Recent experience of designing and developing a cohesive and progressive language programme for a secondary school.
- E.5 A thorough knowledge and understanding of learning and teaching, curriculum development and assessment in modern languages within Curriculum for Excellence and how this is translated into practice in Scottish schools.
- E.6 A sound grasp of recent policy, support and guidance for modern languages in Scotland.
- D.1 Experience of leading projects and initiatives at whole school or local authority level.
- D.2 Experience of collaborating with key national agencies such as Education Scotland, SQA, GTCS.
- D.3 Experience of developing or supporting partnerships with, for example, business, parents and communities and cultural organisations; building international links.

### Job Related Skills and Achievements

- E.7 Demonstrated competence in one or more languages other than English
- E.8 Strong ICT skills with an excellent knowledge of Microsoft Office.
- D.4 Sound knowledge of how ICT enhances learning in modern languages.
- E.9 Confidence and ability to deliver presentations and facilitate professional dialogue both with practitioners and with decision makers.
- E.10 Strong organisational, planning and problem-solving skills with the ability to work to tight deadlines.

### Personal Attributes

- E.11 A good team player who is able to build and sustain professional relationships/communities of practice.
- E.12 Able to adapt, work flexibly and show initiative in times of peak activity.
- E.13 Able to think creatively and demonstrate a can-do and solution-focused attitude.

### Other Relevant Factors

- D.5 Knowledge of European and international practices and initiatives in languages education.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum

Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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

Informal enquiries about the post can be directed to Fhiona Fisher, Director ([fhiona.fisher@strath.ac.uk](mailto:fhiona.fisher@strath.ac.uk)).

### 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 12 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 9 June 2015

### 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.



# Conditions of Employment

## Teaching Staff



### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis. For calculation of entitlement, annual leave accrues on the basis of 2.5 days per complete calendar month to be taken within the leave year which begins on 1st October.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

### 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

## 6. PENSIONS

New members of staff, aged under 75, will be admitted to membership of the Universities Superannuation Scheme (USS) on taking up appointment. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5 per cent for the Final Salary section), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and re-joins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- Have left before 1 October 2011 and have deferred benefits in USS and re-join before 1 April 2014; or
- Have left or leave the Final Salary section after 30 September 2011 and re-join the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)).

Information regarding pension scheme membership can be found on the Finance webpage. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised March 2014