

# JOB DESCRIPTION

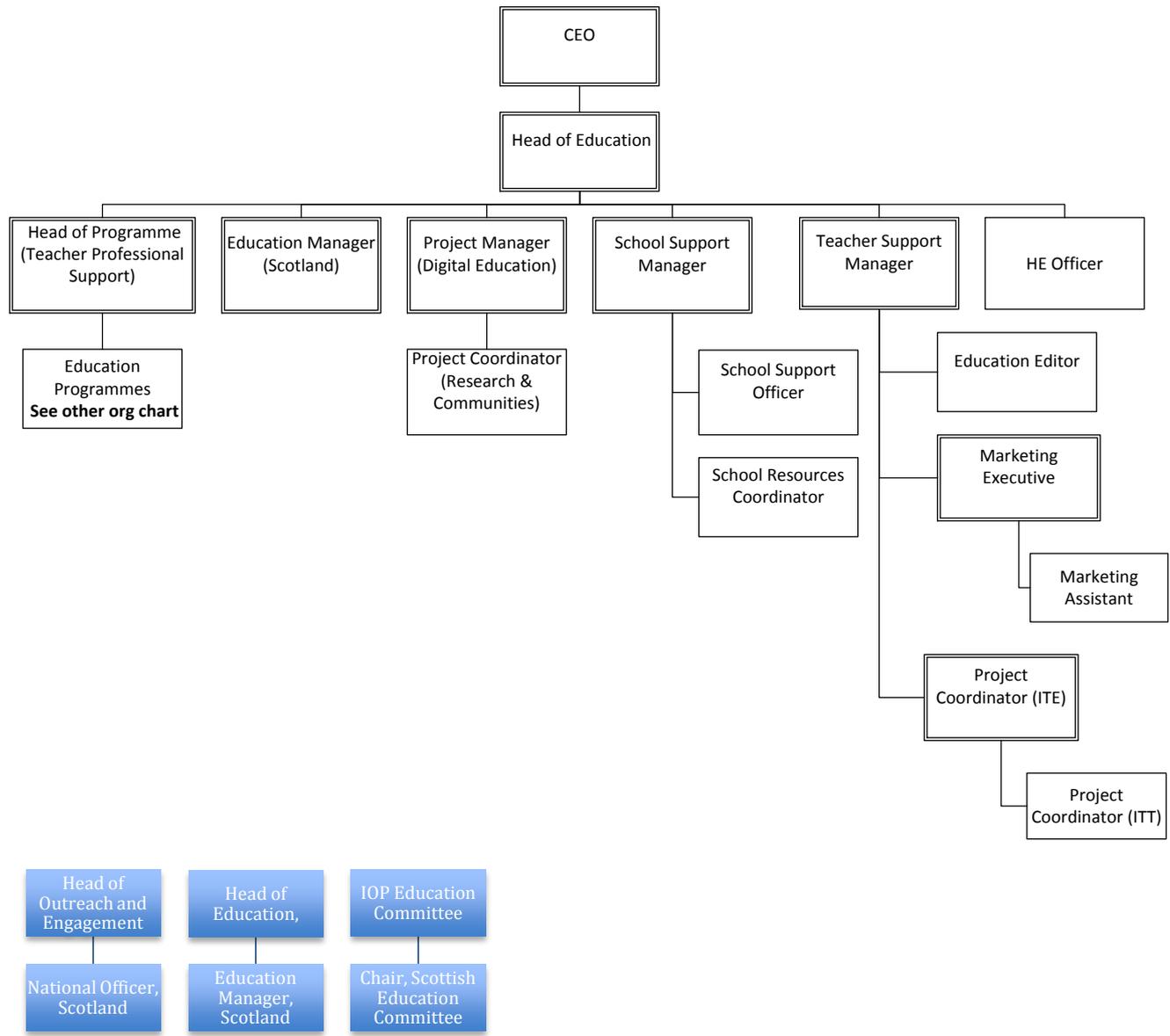
<b>JOB TITLE:</b>	Education Manager (Scotland). Full Time
<b>DEPARTMENT:</b>	Education
<b>JOB HOLDER:</b>	N/A
<b>REPORTS TO (JOB TITLE):</b>	Head of Education

**JOB PURPOSE**

Representing the institute on matters to do with physics education, secondary and further (but not higher) education in Scotland.

**ORGANISATIONAL STRUCTURE**

*An organisational chart showing where this job sits within the IOP – please refer to attached*



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## CONTEXT

### **The Department's Purpose**

The Education Department covers a broad range of activities around the basic themes of ensuring the supply of physicists from the education system and assuring, as far as possible, the quality of their education;

Operationally, the Department works five areas:

1. Recruitment and retention of teachers (and ITE)
2. Professional development for teachers
3. Diversity in schools
4. Direct support and IAG for teachers and students
5. Policy

### **Scotland**

Education in Scotland is quite different from that in England and Wales. There is a Scottish Education Committee which reports to the Institute's Education Committee and discusses and develops policy and responses to Scottish consultations (within the UK context). Additionally, the Institute has a National Officer in Scotland who supports members and IOP in Scotland. The Education Manager, Scotland works closely with the National Officer and the Scottish Education Committee and its chair.

### **The job's context**

The Education Manager Scotland supports physics education activity in Scotland by contributing to the formation of Institute education policy for Scotland; liaising with external agencies e.g. Education Scotland, Scottish Schools Equipment Research Centre (SSERC), and organizations concerned with education; and linking with other departments within the IOP; and identifying resource needs and determining how these might be developed.

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<b><u>TASKS &amp; ACCOUNTABILITIES</u></b>	
1	<p><b>Administration and organisation of meetings</b></p> <ul style="list-style-type: none"> <li>• Stirling Physics Meeting</li> <li>• Physics Summer School</li> <li>• PGDE Residential Course</li> <li>• Finding synergies between and developing formal and informal learning with schools, potentially through partnerships with SSERC, the SCDI's science and engineering clubs and other school based initiatives.</li> <li>• Attending teacher support meetings in London</li> </ul>
2	<p><b>Representing the education department in Scotland</b></p> <ul style="list-style-type: none"> <li>• Providing Administrative Support for the Scottish Education Committee</li> <li>• Respond to e-mails and letters</li> <li>• Respond to Sputnik emails where appropriate</li> </ul>
3	<p><b>Policy Work</b></p> <ul style="list-style-type: none"> <li>• Represent the Institute on educational committees, including the Learned Societies Group</li> <li>• Work with the national officer and Policy Office to develop responses to consultations</li> <li>• Commission research on physics education in Scotland</li> <li>• Support the National Officer in ensuring a strong input from the IOP into the Scottish Government's STEM Strategy, especially building on the success of the IGBS programme.</li> <li>• Data analysis and gathering on school education with a view to informing policy work;</li> <li>• Work with the Scottish Government on recruiting teachers of physics;</li> </ul>
4	<p><b>Coordination with the Teacher Network</b></p> <ul style="list-style-type: none"> <li>• Attend half yearly team meetings</li> <li>• Liaison with other organisations.</li> <li>• Promotion of network</li> <li>• Influencing the work of the physics teacher network coordinators in Scotland, which would also include;             <ul style="list-style-type: none"> <li>• Liaising with the IGB Scotland project and integrating their learning with CPD for physics teachers;</li> <li>• Adding inclusive teaching/pedagogy to the network coordinators' repertoire</li> <li>• Coordinating more interventions with the primary sector, possibly through the Raise programme and other partners;</li> </ul> </li> <li>• Liaise with other parts of the IOP to ensure that best practice is shared and used across the UK;</li> <li>• Support STEM ambassadors and IOP volunteers with any interventions in schools.</li> <li>• Develop IOP's advice on careers in physics for schools;</li> <li>• Explore external funding streams for aspects of the IOP's work on education in Scotland e.g. CPD for physics teachers.</li> </ul>

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### **SCOPE OF DECISION MAKING / CHALLENGES**

*A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.*

- Ensuring the smooth running of the Scottish Education Committee
- To ensure the building and maintenance of relationships with stakeholders e.g. Scottish Education Committee members
- To maintain the profile of physics education in Scotland

### **DIMENSIONS**

*A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*

- People management – number of direct line reports, function managed, who the post holder reports to*
- Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable*
- Other relevant statistics – projects managed*
- The Education Manager Scotland has no direct line reports, and reports in to the Head of Education.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

*The below are the skills, qualifications, membership requirements and experiences that are **necessary** for full and effective performance of this role, unless stated otherwise*

#### **Skills**

- Team player – the ability to work co-operatively with others to achieve common goals
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Organisation skills - ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Communication skills – ability to express information clearly and effectively in written and oral form
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Computer literate - good working knowledge of Microsoft Office

#### **Qualifications / Membership requirements**

- Degree, or equivalent, in physics or closely related subject - essential
- Teaching qualification – essential

#### **Experience**

- Having previously worked in the field of science education, preferably with physics teaching experience at secondary level
- Knowledge of the Scottish education system

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- Experience of project management

### **COMPETENCIES**

*The behaviours that must be demonstrated in the job*

- Drive for results – Can be counted on to meet or exceed goals successfully
- Managing and measuring work – Takes responsibility for tasks and decisions
- Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners
- Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
- Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly