JOB DESCRIPTION

Job Title: Quality Improvement Officer	**Ref No:**	**JE Ref:**
Department: Education & Learning	**Band:** QIO Scale	**Location:** Dumfries
Responsible to:	Quality Improvement Manager	
Responsible for:	Remit as defined by QIM	
Job Purpose:	The role of the Quality Improvement Officer is central to raising standards in line with National Priorities: • Placing the human rights and needs of every child and young person at the centre of education • Improvement in children and young people's health and wellbeing • Closing the attainment gap between the most and least disadvantaged children and young people • Improvement in skills and sustained, positive school-leaver destinations for all young people • Improvement in attainment, particularly in literacy and numeracy. The QIO will play a key role: • providing guidance and support to schools and early learning centres to continually adapt and improve to meet the needs of all children and young people. • supporting the Heads of Education and Improvement Managers to ensure that the Council delivers its priorities and outcomes for young people whilst meeting its statutory obligations for children 2-18. • supporting the Heads of Education and Improvement Managers to implement Education and Learning strategic and operational arrangements in our schools and early learning centres. • contributing to the management, monitoring and implementation of GIRFAL processes and practices to improve outcomes for children and young people.	

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Main Responsibilities	• Implementing Education and Learning strategic priorities with school leadership teams and ELC to continuously improve outcomes for children and young people. • Contributing to and taking responsibility for the collective decision making of Education and Learning Management Team. • Providing effective leadership and management within Education and Learning for key areas of responsibility. • Ensuring effective management of staff and functional teams to deliver the objectives as stated in the business plan. • Providing advice to support school leadership teams and ELC to secure improvement.
Job Activities:	• Leadership: Manage and promote change in pursuit of the Council's long-term strategy and assure the successful delivery of the Council priorities and commitments. • Financial Management: Ensure value for money and manage, monitor and control budgets in compliance with the Council's Financial Management Framework. • People management: Create a positive culture that encourages continuous improvement, in which staff can grow and develop and which supports the Council's Workforce Planning Strategy. • Resource and management: Challenge existing practices and lead initiatives for new and more efficient use of resources. • Strategic thinking and planning: Evaluate and develop opportunities for creative and alternative ways of delivering services and performance improvement. • Performance management: Ensure the Council's performance management and Best Value arrangements support organisational development and culture change. • Team working to deliver improvements: Develop good working relationships with colleagues to achieve the shared objectives of improved performance and better services across the Council. • Operational management: Develop and manage a range of core services to respond to the changing needs of the Council. • To support Heads of Education and Improvement Managers in reporting to the appropriate service, and the Council's committees. • Represent Education and Learning on service matters at external and Council meetings. • Ensure close liaison and support with Headteachers, Parent Councils, Local Members, Council colleagues, public bodies, external agencies and the general public in the development and ongoing delivery of Education service as required.

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Performance Management:	The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose. • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities.	
Prepared By:	Andrea Macfarlane	Date: 20th November 2026