**WEST PARTNERSHIP**

**RECRUITMENT : WEST OS DEVELOPMENT OFFICER (2 posts)**

**FEBRUARY 2022**

An opportunity has arisen for two posts within The West Partnership West OS team. Working as a development officer, successful candidates will build on the sector-leading work in establishing an online school within The West Partnership which is accessible for every learner and parent / carer in Scotland.

Candidates are invited to submit an **Expression of interest** of no more than 500 words, describing their experience and skills in relation to the job description below. Thisshould be sent to [Fern.Robertson@eastrenfrewshire.gov.uk](mailto:Fern.Robertson@eastrenfrewshire.gov.uk) by **noon on Sunday 13 February 2022.**

Successful candidates will be offered the opportunity of a **professional conversation** with members of the West OS team on **Wednesday 23 February 2022.**

**As this is a seconded position, candidates are requested to ensure they have the agreement of their headteacher / line manager before applying.**

Should you require any further information about this post, or the recruitment process, please contact [**Sharon.hayward@eastrenfrewshire.gov.uk**](mailto:Sharon.hayward@eastrenfrewshire.gov.uk) **or** [**Gerry.lyons@glasgow.gov.uk**](mailto:Gerry.lyons@glasgow.gov.uk)

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**FEBRUARY 2022**

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| **Job Title:**  West OS Development Officer | **Grade:**  SNCT Education Support Officer  Point 2 |
| **Workstream:**  Curriculum, Learning, Teaching and Assessment | **Salary**  £47,013 - £50,772 |
| **Location:**  Hybrid: Central Offices, Barrhead / Working from Home  Travel across The West Partnership | |
| **Reports to:**  Senior Partnership Officer, West Partnership | **Date:**  March 2022 |

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| **Purpose of the Job:** |
| To take a lead role in the development and promotion of West OS. |
| **Job Responsibilities:** |
| * Work as directed by the Strategic Lead and the Workstream Lead Officer on the development of West OS across the West Partnership and other RICs * Liaise with leads from other Regional Improvement Collaboratives as a member of the West OS Core Team. * Share practice in online learning resources and programmes from local authorities across the West Partnership. * Liaise with the National E- Learning offer and represent the West Partnership on the NELO working group. * Liaise with curricular leads on the development of West OS resources * Facilitate and deliver training to support colleagues, parents and learners in maximising West OS. * Plan, lead and contribute to the development of West OS curricular programmes, packages and materials. * Collaborate with partners in the development of West OS. * Support the West OS Business manager in managing all aspects of West OS. * Participate fully in all discussions on the development of West OS and the ongoing evolution of the platform. * Work in partnership with West Partnership colleagues on the Communication strategy and promotion of West OS. * Liaise with West Partnership colleagues in the development of the West Partnership website and the West OS section of it. * Liaise with platform providers and others in the operational development of West OS including the platform for the resources. |
| **Technical requirements specific to the role:** |
| * Relevant professional membership i.e. GTCS * Extensive relevant experience in the Primary or Secondary sector |

**This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but whilst some variation can be expected in particular duties, the outline is considered to provide a reasonable description of the post.**