



## **Development Officer for Welsh Development**

<b>Group</b>	Education and Lifelong Learning
<b>Division</b>	Central South Consortium Joint Education Service
<b>Section</b>	School Improvement Team
<b>Sub Section</b>	Curriculum and Professional Learning
<b>Post Title</b>	Development Officer for Welsh Development
<b>Vision Post Number</b>	N/A
<b>Grade</b>	Soulbury 4-7 (+ 3 SPAs)
<b>Responsible to</b>	Associate Adviser: Welsh Development
<b>Post Reporting to this Post</b>	N/A
<b>Team</b>	School Improvement Service
<b>DBS Required Level</b>	Enhanced
<b>Location</b>	Valleys Innovation Centre
<b>Date of Description</b>	May 2022

### **Purpose of the role:**

To support the Principal Improvement Partner - Welsh Policy, Standards & Improvement to develop professional learning (PL) opportunities and provide bespoke support for schools. To collaborate with practitioners, schools and other stakeholders to support the development of the Welsh Language Charter. To work with the CSC school improvement and business support teams with activities related to the Welsh Language Charter, and policies and improvements with Welsh.

### **Specific Responsibilities:**

1. To support the vision, aims and aspirations of the Central South Consortium (CSC) and contribute to the strategic development of the service.
2. To work with the CSC School Improvement Team, schools and local authorities to ensure the CSC region becomes an outstanding place for equity and excellence for all learners.
3. To support the implementation of the regional strategy for Welsh Language Charter ensuring that the provision of support and professional learning (PL) reflects local, regional and national priorities, and the vision, aims and aspirations of CSC.
4. To support the formulation, implementation, monitoring and evaluation of aspects of operational plans within the CSC Business Plan.
5. To support the strategic development and implementation of the regional self-improving system in the area of the Welsh Language Charter as part of the Central South Wales Challenge.
6. To collaborate with lead practitioners in the design, delivery and evaluation of professional learning and support.
7. To identify and promote best practice to share between schools regionally and nationally in relation to the Welsh Language Charter.
8. To support the development, implementation, monitoring and evaluation of regional professional learning opportunities and resources for the Welsh language charter that align to CSC professional learning policies and processes and relevant national policies and guidance.
9. To support the work of Improvement Partners in providing bespoke high-quality professional learning and/or support to schools, clusters and networks to meet their specific improvement needs.
10. To work in collaboration with colleagues across the CSC school improvement, project and business support teams to ensure consistency and coherence in providing high-quality professional learning and support to meet the school improvement needs of schools across the region.
11. To build and maintain strong relationships with school practitioners and leaders and support their response to local, regional and national priorities.
12. To build and maintain strong relationships with external partners in the context of the region.
13. To contribute to the strategic development, implementation, monitoring and evaluation of bespoke local authority projects.
14. To maintain effective high-quality communication with all stakeholders aligning to the CSC Communication Strategy.
15. To participate in activities that provide intelligence to the Central South Consortium about strengths and weaknesses in the Welsh Language Charter, and policies and improvements with Welsh.
16. To write high-quality reports in line with the policies and procedures of the Central South Consortium.
17. To maintain a secure overview of current practice in relation to curriculum and specifically in relation to the Welsh Language Charter, and policies and improvements with Welsh.

18. To participate in programmes of agreed professional development to contribute to the provision of a service of the highest quality.
19. To comply with CSC and RCT's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.
20. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting children and adults at risk is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## **PERSON SPECIFICATION**

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge / Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge & Education	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• A commitment to and evidence of relevant professional development.</li> <li>• Very good knowledge and understanding of the Welsh Language Charter, and policies and improvements with Welsh.</li> <li>• Secure understanding of national priorities and the Welsh education context in regard to education reforms.</li> <li>• Ability to work through the medium of Welsh.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant additional qualifications and training.</li> </ul>

	<ul style="list-style-type: none"> <li>Welsh Language Level 5. <a href="http://www.rctcbc.gov.uk/WelshSkills">Please refer to The Welsh Language Skills Guidance online</a></li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience of leading the Welsh Language Charter across a whole school.</li> <li>Experience of teaching Welsh in a school with a proven record of raising standards for all.</li> <li>Experience of curriculum planning.</li> <li>Experience of collaborative working within and beyond a school, e.g. cross department/phase, clusters, networks, external partners.</li> <li>Experience in using quantitative and qualitative data to underpin self-evaluation and inform improvement planning.</li> <li>Experience of working with school leaders and practitioners to coordinate and facilitate the sharing of good practice.</li> <li>Aware of national, CSC, local authority and school priorities and what these imply for developing the workforce in schools at all levels through networking.</li> </ul>	<ul style="list-style-type: none"> <li>Previous engagement with CSC Welsh Language Charter professional learning opportunities.</li> </ul>

Competencies	
<b>Working in Partnerships and Teams</b>	<ul style="list-style-type: none"> <li>Builds lasting, positive &amp; supportive relationships with a wide variety of people.</li> <li>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</li> <li>Will go 'over and above' what's normal to contribute to the team's effectiveness.</li> </ul>
<b>Creating and Responding to Change</b>	<ul style="list-style-type: none"> <li>Engages with new ideas and looks for ways to make them work.</li> <li>Responds quickly and effectively to both internal and external changes.</li> <li>Contributes ideas to better manage systems, processes or practices.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>Communicates clearly and concisely.</li> <li>Produces excellent and accessible written information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cascades and shares information appropriately – on time and to the right people.</li> <li>• Has excellent presentation skills.</li> </ul>
<b>Being Accountable</b>	<ul style="list-style-type: none"> <li>• Takes a positive attitude towards delivering work.</li> <li>• Makes decisions that align positively with delivering for CSC e.g. public sector ethos, political implications, organisational structure and hierarchy.</li> <li>• Takes full responsibility for delivery of tasks.</li> </ul>
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>• Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets.</li> <li>• Sets objectives and targets based on team, division and CSC's strategy and business plans.</li> <li>• Creates effective action plans identifying the relevant stages required to complete a project.</li> </ul>
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Prioritises workloads according to needs and risk; uses the business plan as reference point.</li> <li>• Plans well in advance to meet deadlines.</li> </ul>
<b>Focusing on Service Users</b>	<ul style="list-style-type: none"> <li>• Acts in order to understand the needs of internal customers and Service Users.</li> <li>• Uses professional knowledge and expertise to raise standards of service for customers.</li> </ul>
<b>Professional Expertise and Development</b>	<ul style="list-style-type: none"> <li>• Demonstrates excellent practice and an extensive knowledge base in their own professional area.</li> <li>• Understands and complies with external requirements, standards and benchmarks.</li> <li>• Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within CSC and in other organisations.</li> </ul>
<b>Special Considerations and Professional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel throughout the regional areas to meet the requirements of the post.</li> </ul>