

The Educational Institute of Scotland

NATIONAL OFFICER (EDUCATION) – JANUARY 2025

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 65,000 members in nursery, primary, secondary, special, further and higher education. Approximately 77% of our membership are women. The national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

Organisational Structure

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in early June each year.

National Officer (Education)

All Officers are employees of the EIS at national level and act under the general direction of and are accountable to the General Secretary for the discharge of the duties of their post. First-line management of the National Officer (Education) is undertaken by the Assistant General Secretary, Education & Equality. The National Officer (Education) will support the education work of the Institute.

Location and Flexible Working

The successful candidate will be based primarily in the Institute's Headquarters in Edinburgh. Candidates must, therefore, be able to commute reliably to the centre of Edinburgh. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out on a day-to-day basis, subject to the overall requirements of the EIS and its members.

Candidates should be aware that appointment is to the service of the Institute, and they may be required to transfer to another location within Scotland and/or to other duties or area responsibilities commensurate with the grade of Officer.

Principal Duties

Within the assigned areas of responsibilities, **which may be varied from time to time by the General Secretary**, the principal duties of the postholder will support the education work of the Institute, these to include:

- EIS policy development on designated education, professional and curricular matters, for example, early years education, additional support for learning and the poverty-related achievement and attainment gap
- national policy development on designated education, professional and curricular issues in liaison with partner bodies, including Scottish Government, GTC(S), Education Scotland (and its successor), and SQA (and its successor)
- organisation of, attendance at and contribution to, EIS national events such as conferences and seminars focused on education matters, as appropriate
- supporting the servicing of the Education Committee, including associated sub-groups, working groups and networks through research activity, report writing, regular liaison with external partners and organisations, etc.
- representing the EIS at meetings of external partners, for example, Education Scotland (and its successor), SQA (and its successor), GTC(S) and Scottish Government.
- advising EIS colleagues, local associations and the wider membership, as appropriate, on EIS policy in relation to education, professional and curricular matters, for example, HMIE inspections and Care Inspectorate inspections, additional support needs and matters relating to CfE assessment.

Essential Experience, Knowledge and Skills

1. Demonstrable understanding of and commitment to, the principles of equitable comprehensive education, teacher professionalism, collegiality and trade unionism.
2. Knowledge and experience of Scottish education – government policies, structures and current key issues, including Early Years Education, curriculum content and design, assessment issues, and the poverty-related achievement and attainment gap.
3. Knowledge of the main provisions of education legislation, including implementation issues (for example, the Additional Support for Learning Act Amended (2009) and the Children and Young People (Scotland) Act (2014).
4. Excellent communication, IT and research skills– creating surveys, analysing research as the foundation for evidence-based policy making, writing reports, letters and consultation responses, and speaking/ presenting to individuals and groups (small and large).
5. Ability to plan own work schedule and priorities, both those planned and emergent, managing deadlines effectively; and to work collegiately with others.
6. Experience of working groups, committees or other decision-making bodies.

It is also desirable for candidates to:

1. Be educated to degree level or equivalent.
2. Have at least five years' experience in teaching or lecturing.
3. Have practical experience of research methodologies.
4. Be knowledgeable about equality legislation, human rights, and related matters.

Principal Terms of Employment

1. The post of National Officer (Education) is a permanent, full-time position currently based at the Institute's Headquarters in Edinburgh. The post-holder will report to the Assistant General Secretary, Education and Equality in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
2. The salary scale as at 1 August 2024 is £65,751 - £67,992 - £70,233 - £72,476 -£74,718. Incremental progression takes place at 1 April. Under the current agreement between the relevant union and the Institute, these salary values are increased in line with movements in teachers' salaries.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 7% of salary. The Scheme provides for annual increases in pensions in line with RPI.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Officers are entitled to 38 working days' annual leave in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary. In addition, there are a number of Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. Officers' core office hours are generally 9.15 am to 12.30 pm and 2.00 pm to 4.45 pm from Monday to Friday, with some flexibility within the overall parameters of the Institute's office hours. The role requires some evening and weekend working to enable attendance at meetings, conferences and other events. There is some facility for time in lieu for weekend working in certain circumstances.
7. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary. Previous service as a teacher or lecturer counts in the calculation of an Officer's entitlement to sickness allowance.
8. Where deemed necessary by the Institute, assistance with relocation costs will be provided subject to an upper limit of £3,500.

Appointment Timetable

The closing date for receipt of applications is Monday 10th February. It is envisaged leeting will take place on Thursday 20th February and that interviews will be held on Monday 3rd March.