



OMAGH LEARNING COMMUNITY CO-ORDINATOR

The aim of the Community is to facilitate all education partners in the Omagh Area in meeting the requirements of the Entitlement Framework.

The partners are engaged in a collaborative process to increase and deliver the number of courses available to students by creating common timetable arrangements and appropriate support structures to sustain the programme. This involves effective management and administration of the programme including monitoring, evaluation, logistic and financial issues, promotion and staff development.

Job Purpose

The Omagh Learning Community Co-Ordinator will be expected to play a significant role in the development of collaborative links between partners. This support will include inter-partner and centre-based curriculum and staff development. This is a P/T post that requires 2 days/12.96 HOURS commitment by the successful candidate. This is a permanent appointment contract.

This post is being advertised by the OLC partners and the Education Authority externally.

EMPLOYED BY:	Education Authority
BE RESPONSIBLE TO:	Omagh Learning Community
REPORT TO:	OLC Management Committee – Senior Leadership Group
LINE MANAGEMENT:	Chair of one of the Partner Schools

MAIN DUTIES AND RESPONSIBILITIES

The duties of the Omagh Learning Community Co-ordinator are to facilitate collaboration between education partners;
To deliver the Entitlement Framework;
To enable the OLC partners deliver school improvement through specific areas of work.

This entails:

- Working with school principals to develop co-operative working practices between groups of schools, and between schools and other educational providers to ensure full implementation of the Entitlement Framework;
- Co-ordinating meetings of principals, updating them on statutory requirements for ALCs as required, keeping the partnership informed of national, regional and local policies, plans and developments impacting on 14 – 19 learning;
- Providing advice and training for staff on issues relating to the development and implementation of the Entitlement Framework and collaborative agenda;
- Analysing, interpreting and disseminating relevant information and data to assist in the development and planning of 14 – 19 provision;
- Preparing and reporting on the development and implementation of the Entitlement Framework to staff, parents, pupils and funders;
- Carrying out an annual review of the OLC Service Level Agreements among providers to ensure implementation best common practice;

- Monitoring and evaluating progress towards full implementation of the entitlement and collaborative framework;
- Identifying and securing other potential sources of funding;
- Developing a robust quality assurance framework for 14 – 19 provision across the partnership;
- Reviewing annually and ensuring delivery of procedures in schools for student induction, training of link teacher, subject choice trawl, shared timetabling arrangements, common INSET day(s) and Public Relations.
- In consultation with the OLC Leaders and Subgroup members complete the DE/EA proforma for OLC action plans and annual evaluation, identify the priorities for the next academic year and develop the action steps to deliver these.
- Facilitate delivery of Action Plan for the academic year through the work of the OLC subgroups.
- Facilitate the termly subgroup meetings throughout the year: T&L, Careers, ECT, Literacy, Numeracy, Pastoral, Learning Support (SEN) and Leadership Team. Also facilitate provision of professional learning for Early careers teachers.
- Link with outside groups include working with other ALC Coordinators, EA SIPs & Literacy Service, Fermanagh & Omagh Labour Market Partnership, WHSCT, Omagh Primary Principals' Group.
- Attend related courses, seminars and join webinars to assist with staff development and the OLC development.

PERSON SPECIFICATION

Qualifications and Experience

Applicants must, at the closing date for applications:

- Be qualified teachers as recognised by the Department of Education to teach in grant-aided schools;
- Have at least 2 years' experience, gained within the last 7 years of working in a post related to teaching and learning (within phases relevant to the post), related to staff or curriculum development. Employment in an advisory and/or support role within the education service will be taken into account under this criterion;
- Have experience in the use of a range of ICT applications relevant to a leadership role.

Applicants must have access to transport in order to meet the requirements of the post in full.

Applicants should state clearly in their application how they meet each of the criteria.

The Selection Panel reserves the right to enhance the above criteria in order to effect a manageable shortlist.

PERSON SPECIFICATION (II)

Knowledge, Skills and Personal Qualities

Applicants should:

- (a) Have the ability to promote the aims and aspirations of the Omagh Learning Community;

- (b) have a knowledge of current educational developments in relation to the Entitlement Framework and working collaboratively for school improvement;
- (c) have the ability to work effectively with inter-agency teams;
- (d) possess good presentation, written and oral communication skills;
- (e) have good interpersonal skills;
- (f) be a team player with pro-active and flexible approach.

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.

Salary Scale

The appointment will be on a **permanent contract** and the appointee will be paid on their appropriate point of the teachers' pay spine a maximum of MPS3 (pro rata if appointed on a part time basis).

The appointee will be paid on teachers' terms and conditions.

Base

To be agreed with the Area Learning Community. (The location may be an agreed school in the Omagh Area Learning Community or an Education Authority agreed location).

General Conditions of Appointment

The appointee will continue to be paid under teachers' terms and conditions of employment.

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification. Referees asked for on the application form should not include any officer or member of the Education Authority.

Application:

Applicants should submit an application form explaining how they meet each criterion. Application forms are available from C Gaitatzis (Chair of the Omagh Learning Community) email info@omagghigh.omagh.ni.sch.uk. Completed applications and CV outlining your career should be submitted to the Chair of the OLC by Monday 29th April 2024 at 3:25pm.

info@omagghigh.omagh.ni.sch.uk or Omagh High School, 14 Crevenagh Road, Omagh , BT790EQ

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007