



Education Manager

Department:	States Greffe	
Section:	Digital and Public Engagement	
Reports to:	Head of Digital and Public Engagement	
JE Ref:	SG1007.2	
Grade: CS10		JE Date: 09/04/2024

Job purpose

To develop and lead the delivery of an education strategy that will help to inform, empower, and excite children and young people in Jersey to use their voices to influence the future of Jersey by engaging with the States Assembly – Jersey's elected parliament.

Continue to develop and lead on a collaborative approach to embedding political education in Jersey schools and colleges, working in partnership with a range of stakeholders across the education sector to help improve the implementation of the Citizenship Curriculum.

Help to deliver a measurable positive impact on the target outcomes and objectives set out in the Digital and Public Engagement Strategy, taking an active management role in the team.

Job specific outcomes

1. Monitor the provision of the Citizenship curriculum across all school phases and settings to establish a robust picture of political education in Jersey; identify where improvements can be made and track change over time.
2. Build and maintain strong working relationships with key stakeholders and partners across the education sector to help embed the work of the States Assembly in the local curriculum.
3. Deliver high-quality and engaging politics lessons to students of a range of ages, both in and out of school settings.
4. Develop comprehensive schemes of learnings, lesson plans and resources that can be used by teachers in a wide range of settings across both Primary and Secondary phases of education.
5. Lead the creation and delivery of a CPD programme for teachers to help embed political learning across all subjects in the curriculum.
6. Establish and maintain relationships with professionals delivering education programmes for parliaments and legislatures around the world, and across other sectors, identifying best practice and learnings to constantly improve and expand our offering.
7. To build and maintain excellent working relationships with States Members and colleagues within the States Greffe and Government departments, providing robust advice and support on education work.
8. Report to, and take feedback from, the Privileges and Procedures Political Education and Awareness Sub-Committee on the education programmes.



9. To measure and report on the effectiveness of all programmes and activities, taking on board feedback from all stakeholders and making adjustment, where required, to continually improve and achieve the best outcomes.
10. To line manage up to three members of the Digital and Public Engagement team, and oversee colleagues delivering school visits, to ensure students receive the best learning experiences and support continuous professional development in the team.
11. Day-to-day management of the allocated education budget, ensuring value for money.
12. To work collaboratively and flexibly as part of the Digital and Public Engagement Team, contributing to wider team projects that align with the overarching strategies for the department and the team.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

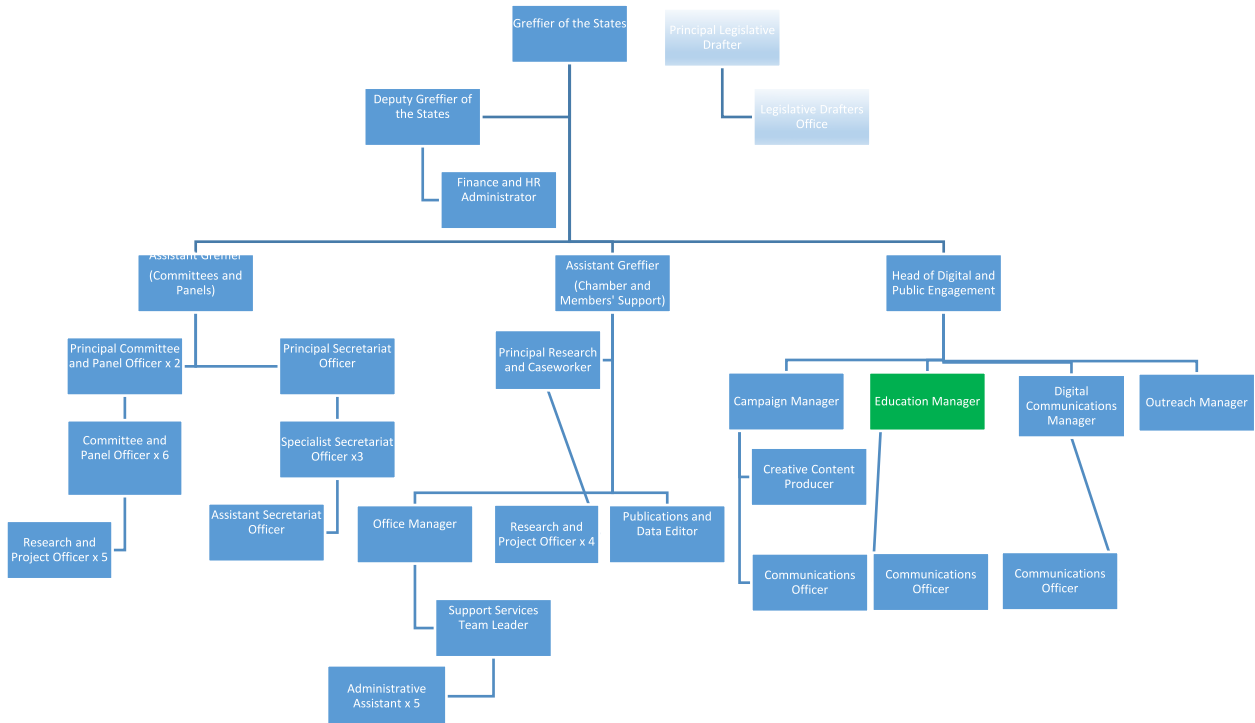
Organisational structure

One Government Departments





Organisation chart



Person Specification

Specific to the role		
	Essential	Desirable
Qualifications	Degree-level teaching qualification	
Knowledge	<p>Interest in and knowledge of Jersey's political system and culture.</p> <p>A strong understanding of Jersey's education system and Curriculum for KS1-5 and of how the curriculum is developed</p> <p>Knowledge of budget management processes.</p> <p>Knowledge of data protection laws, particularly in relation to children and young people</p>	<p>Familiarity with Jersey's machinery of government and constitutional arrangements</p> <p>Broad knowledge of the legislation, policies and procedures and services of the Government of Jersey</p>
Technical / Work-based Skills	<p>Ability to produce high quality, teaching and learning programmes, training programmes, and education strategies</p> <p>Clear, concise and accurate oral presentation and written communications skills, including</p>	<p>A working command of both spoken and written French and Jèrriais as the States Assembly is a tri-lingual parliament</p> <p>A working command of one or more of the languages widely</p>



	<p>the ability to deliver complex information using appropriate, accessible and inclusive language.</p> <p>Strong analytical and problem-solving skills</p> <p>A sound level of political sensitivity in order to establish effective working relationships with senior leaders, politicians, professional staff and a wide range of external stakeholders</p> <p>IT skills, particularly with Microsoft Office applications.</p>	<p>spoken in Jersey: Portuguese, Polish and Romanian</p>
<p>General Skills/Attributes</p>	<p>Politically astute</p> <p>Demonstrate innovative and strategic thinking</p> <p>Tackles complex problems and takes personal responsibility for reaching solutions, considering interdependencies, resource and cost implications.</p> <p>A clear outcome focussed approach, always seeking ways to improve overall performance levels to give higher levels of satisfaction to stakeholders.</p> <p>Highly organised and able to deal with multiple competing priorities and a high workload</p> <p>Self-motivated, with the ability to work independently and flexibly, with minimal supervision, acting on their own initiative whilst also working collaboratively and effectively as a team member with shared goals and objectives.</p> <p>A strong personal presence; effectiveness and credibility with a diverse range of stakeholders.</p> <p>Personal resilience to deal with challenging situations.</p>	<p>Managing, coaching and developing junior members of staff.</p> <p>A clean driving licence</p>



Experience	A minimum of four years' experience teaching/delivering education programmes Experience of building and maintaining strong relationships with partner organisations Experience of writing reports/business cases. Experience of working with senior stakeholders and politicians Experience managing relationships with agencies and suppliers Experience of working to tight deadlines and budgets Experience of developing, testing, measuring and refining educational resources	Expert knowledge and experience of Jersey's education system and curriculum Experience of Curriculum Development
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.