



## **JOB DESCRIPTION - SLS PL AND POLICY OFFICER**

### **Job Purpose**

The PL and Policy Officer will work with SLS led by the SLS General Secretary and where necessary, with ASCL. The postholder is subject to the policies of SLS as determined by the SLS Council.

- To coordinate SLS Professional Learning programme of activities.
- To lead the formulation of SLS Policy
- To support and deputise for the National Officer with regard to member support when required.

Location: Primarily remote working, with attendance at meetings with stakeholders as required. Reports to: SLS General Secretary

Responsible for: Key educational policy areas, SLS Professional Learning and some Member Support

Length of contract: Permanent

Salary range: Starting Salary £64,604

## **DUTIES**

### **Professional Development**

- Provide the highest level of service both to SLS colleagues and other professionals engaged in delivering professional learning activities and to members in schools and colleges, both virtual and in person.
- Ensure that the Professional Learning programme is an earnings stream for the Association.
- Support, work with and assist the Finance and Administration Manager in the creation and delivery of the SLS Professional Learning programme.
- Work with ASCL Professional Development (ASCL PD): this may include identifying need for training and developing and designing courses and materials, delivering courses, undertaking individual bespoke consultancies.
- Call and chair meetings of the SLS Professional Learning Committee
- Create and publicise the SLS Professional Learning programme.
- Host SLS Professional Learning online and face to face events
- Liaise with the General Secretary and Admin and Finance Manager over speaker/presenter fees/contracts if appropriate.
- Capture, edit and process multimedia Professional Learning content.
- Assist with marketing campaigns to increase participation and raise awareness

- of the SLS Professional Learning offer.
- Undertake a proactive, systematic series of direct contacts with members to elicit Professional Learning needs.
- Ensure evaluation data on events is collected and collated following agreed processes and systems and shared with Council.
- Carry out other general administration duties related to SLS professional learning.

### **Policy development and influencing**

- Build relationships with key individuals and groups that will lead to the enhancement of SLS's reputation as the leading professional body for school and college leaders in Scotland.
- Where necessary, identify appropriate educational issues to bring to the attention of other SLS staff, elected officers and members.
- Represent the Association's views at meetings where needed, to help influence the direction of national and local policy. This may include deputising for the General Secretary or National Officer where appropriate.
- Submit written reports as necessary, including notes of meetings attended.
- Write policy papers, position papers and guidance papers relevant to area of expertise, analysing and evaluating the available evidence and research literature and seeking the views of SLS Council and members, including member advisory groups and networks.
- Draft responses to Scottish Government or other key stakeholder consultations, analysing and evaluating the available evidence and research literature and seeking the views of SLS Council and members including member advisory groups and networks.
- Attend SLS and ASCL Councils and other such meetings as may be reasonably be required in connection with the association's business, and whilst there, be proactive in driving forward the policy agenda to meet agreed objectives.
- Liaise with other ASCL UK specialists to ensure a high level of general knowledge of policy issues across both associations.

### **Member support**

- Give any required support counsel and advice to members.
- Maintain and develop high standards of service to members and ensure that the association has an excellent reputation for its service at a local and national level.
- Research and understand what prospective and existing members want from the association, via questionnaires, surveys, focus groups, etc.
- Recommend initiatives/proposals to the association's senior staff and colleagues, thereby working to increase the Association's membership more broadly in all categories and improve the service to members, as well as ensuring our offer remains relevant to members as their career develops.
- Be proactive in ensuring SLS members, elected officers and staff are kept up to date with information on current SLS and government policies related to their specialism.

## **Media engagement**

- Write high quality advice and guidance for internal publications such as Leader, the website, and contribute to the General Secretary's weekly e-mail newsletter, and any other medium identified as appropriate to communicate with SLS members.
- Write articles and blog posts for external publication such as national and specialist newspapers, websites, magazines, etc.

## **Other**

- Assist, where appropriate, with the training, briefing and mentoring of other ASCL staff.
- Complying with data protection principles in accordance with GDPR act (2018) Including UKGDPR and any subsequent amendments.
- Participate in the staff appraisal process and in staff development.
- Undertake other policy related work and any other duties as required and deemed suitable by the General Secretary that are commensurate with the post.

## **Special conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually and may be amended, in consultation with the postholder, to meet the changing needs of the association.

Last updated: August 2025