



The Royal Scottish Pipe Band Association

1. ROLE IDENTIFICATION	Role Title	<i>Education Officer</i>
2. ROLE PURPOSE		
<p>The Articles of Association of the RSPBA place an onus on the Association to “sponsor, support and maintain its own pipe band college, and issue certificates in accordance with its instructional courses.</p> <p>This post is to provide key input to the RSPBA Pipe Band College with regards to developing and delivering mechanisms for the raising standards in piping tuition.</p>		
3. ORGANISATIONAL POSITION		
<p>Board of Directors</p> <p style="margin-left: 100px;">↑</p> <p>RSPBA Education Officer</p>		
4. SCOPE AND RANGE		
<p>Reporting to the Board of Directors, the key objectives of the role are:-</p> <ul style="list-style-type: none"> • Convene all meetings of the Pipe Band College • Report to the Board of Directors on Pipe Band College activity • Develop in conjunction with other members of the Pipe Band College a strategy for raising standards in piping and drumming tuition • Engage with the Examinations Board on matters relating to the Pipe Band College • Make recommendation to the Examinations Board on awards to students who have been successful in education and training activities • Attend meetings of the Pipe Band College and record the minutes of these meetings; • Promote learning and personal development throughout the Association • Responsible for the administration of the assessment/examination process including allocation of assessors and assuring results • Prepare an annual prioritised operational plan, including proposed costs for the Pipe Band College, Summer School activities and other education and training activities • Manage the budget for education and training • Provide regular reports to the Board of Directors and the Pipe Band College on the progress of the annual operational plan • Liaise with and contribute to the work of the Adjudicators Development Group in matters relating to education and training • Organise annual training programmes for PDQB approved assessors and RSPBA Instructors • Maintain a register of student achievement 		



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5. MAIN DUTIES/RESPONSIBILITIES

- Support the aims of the Pipe Band College
- Attend meetings of the Pipe Band College and action assigned items recorded in the minutes of these meetings;
- Prepare the Pipe Band College annual prioritised operational plan.
- Liaise with and support members of the Pipe Band College in carrying out their individual responsibilities
- Organise the annual training programmes for PDQB approved Assessors and Instructors.
- Support the examination process by allocating assessors and verification of results
- Contribute to the organisation of the annual training programme for PDQB approved Assessors and Instructors
- Contribute to the development and delivery of the PDQB Instructors Certificate
- Develop training resources and programmes to support geographical representatives in carrying out their roles in promoting piping and drumming.
- Develop effective mechanisms for liaising with geographical representatives.
- Facilitate training programmes for piping instructors and leading pipers
- Contribute to the development and delivery of the PDQB Instructors Certificate

6. COMMUNICATIONS AND RELATIONSHIPS

- Promote learning and personal development throughout the Association
- Liaise with and support members of the Pipe Band College in carrying out their individual responsibilities.
- Present good written and oral communication skills
- Meet and liaise with other agencies who have an interest in Piping and education.

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO CARRY OUT ROLE

- Require to be registered with the PVG Scheme.
- Appropriate Experience and Educational Qualifications
- Knowledge and Experience of SQA
- Experience in Training trainers
- Experience of working with Committees and Volunteers

8. SYSTEMS AND EQUIPMENT

Computer
Classroom / Lecture tools (White board, Overhead projector).
Written Reports
Email



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9. DEMANDS OF THE ROLE

Physical Demands:

Travel and Delivery outside the conventional Monday to Friday 9 to 5 working pattern.
 Attendance of Meetings and associated travel.
 Those associated with a general teaching environment (no heavy lifting).
 Noise Risks associated with the instruments used in a Pipe Band.

Mental Demands:

Flexible work pattern.
 A methodical approach to planning and time management.

10. DECISIONS AND JUDGEMENTS

Must be a good team and individual player, be able to identify a problem and offer solutions (calling on others in the Pipe Band Collage as needed) to progress to a resolution or hand off to the appropriate department.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE ROLE

Communication and collaboration, working to tight deadlines for delivery to external parties.

12. DURATION

The Post holder shall serve for a period to be agreed by the BoD

13. ROLE DESCRIPTION AGREEMENT

A separate role description will need to be signed off by each post holder to whom the role description applies.

Post Duration in Years	1 Year, 2 Years or 3 Years
Post Review Date	Date March 20xx
Role Holder's Signature:	Date:
CEO???? Signature:	Date:



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Person Specification

POST REF NO:

ROLE TITLE: Education Officer

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF EVALUATION
EXPERIENCE:	<p>Require to be registered with the PVG Scheme.</p> <p>Knowledge and Experience of SQA</p> <p>Experience of delivering educational programmes and training</p>	Experience of Music Education	
QUALIFICATIONS:	Qualified to Degree level or Equivalent	Qualifications in music	
KNOWLEDGE & SKILLS:	<p>Ability to use IT effectively</p> <p>Experience in Training trainers</p> <p>Experience of working with Committees and Volunteers</p> <p>Networking with external agencies</p>		
	Have an interest in developing training opportunities throughout the RSPBA and its affiliates		
PERSONAL QUALITIES:	<p>Must be supported by 2 relevant references.</p> <p>Good interpersonal communication skills</p> <p>Must be a member of the PVG Scheme</p>		
OTHER: (eg Ability to Travel)	<p>Must be able to travel.</p> <p>Be able to attend Meetings in Glasgow and other locations as required</p>	Have access to a car	