

**Job Description**

**Job Title:** Professional Development Officer

**Salary Grade:** Grade 5

**SCP:** 25-28

**Job Family:** Learning and Development

**Job Profile:** LD 7

**Directorate:** School Improvement

**Job Ref No:** N/A

**Work Environment:** School Improvement

**Reports to:** Team Manager

Your normal place of work will be at Bunny Hill Centre, Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

The post holder will be accountable to the School Improvement Services Manager and will work with them to produce a relevant training programme for educational establishments across the city.

They will commission training opportunities to support educational partners and review the effectiveness of programmes and activities. Provide first point of contact response for aspects of the NQT programme across the city.

In addition the postholder will maintain the educational setting categorisation process and work with the School Improvement Services Manager to co-ordinate the work of Associate School Improvement Partners / Consultants

**Key Responsibilities:**

* To source, commission, communicate with and allocate / deploy external consultants, presenters and other services.
* To plan and collate an annual programme of support, training and development for schools and other educational settings.
* To assess the viability and affordability of courses and events.
* To pro-actively market and promote the programme of services and training, including designing and creating promotional flyers, with the aim of maximising the take up from schools and other educational settings.
* To communicate and act as the main point of contact with schools, presenters, consultants, link governors and presenters.
* Manage all bookings for courses, including booking venues, invoicing schools, paying presenters, and ensuring accurate financial records.
* To resource and facilitate training events and conferences liaising with presenters beforehand, ensuring papers are distributed or available as necessary, and assist in the set-up of courses and events - before, during and after each event.
* Post-course administration, including retrieving and recording evaluations from presenters and delegates, to inform future service and training provision.
* To prepare the marketing and promote the annual education service level agreement, invoice schools, keep accurate financial records.
* Be pro-active in developing new opportunities for services to schools in response to national and local need and feedback from evaluation.
* Provide dissemination of national curriculum and teaching and learning strategies and policies to key stakeholders as required by the School Improvement Services Manager.
* Ensure regular updates and summaries of current relevant educational developments and research, and to disseminate these findings to members of the School Improvement Service and schools as appropriate.
* Support the production of termly briefing sessional papers for Headteachers.
* Ensuring accurate registration of NQTs; creating distribution lists for each cohort (EYFS, KS1, KS2, secondary)
* Responsible for completing the DfE database document on a regular basis. Checking of NQT details and following up on errors and discrepancies
* Support for submitting assessments: emailing instructions and advice on processes; advice on completing assessment form; sorting out access problems; ensuring appropriate staff are correctly set up on IT systems. Following up on all assessments to ensure they are accurate and complete.
* Feeding back issues and liaising closely with all officers supporting Sunderland Appropriate Body
* Yearly organisation of NQT Welcome event and other CSLP events and conferences.
* Maintain the termly risk assessment categorisation system for all educational settings.
* Maintain the school improvement software.

**Common Duties and Responsibilities:**

* To participate fully in a process that sets, monitors and evaluates standards at individual, team performance and service quality so that the users and the Service’s requirements are met and that the highest standards are maintained.
* To support the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated and adhered to.
* To ensure that professional practice is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.
* To follow the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control.
* To work in collaboration with colleagues and management to ensure that the service delivery is flexible, efficient and effective.
* To work in ways that ensure the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
* All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
* To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.
* All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
* All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The company has a Personal Information Security Policy in place.
* The company has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the School Improvement Services Manager.*

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author**: Richard Cullen

**Date**: February 2018



**Person Specification**

**Job Title: Professional Development Officer**

**Role Profile reference: LD7**

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| **Essential Requirements** | |
| **Qualifications:**   * Relevant degree. * Evidence of further study/relevant professional qualifications. | Application  Form/Interview |
| **Experience of :**   * Effective contribution to strategic planning and target setting. * Collaborative working within a team. * Developing positive relationships and using negotiating skills to maximum affect | Application  Form/Interview |
| **Knowledge and understanding of:**   * Commissioning and procurement processes in order to ensure any training providers meet the highest quality standards for the best price possible * Understanding of OfSTED inspection framework. * Local education priorities, specific to the North East region * Pre-school /school /local authority relationships | Application  Form/Interview |
| **Ability to:**   * Commission, support delivery and evaluate training in a way that meets the diverse needs of the workforce * Work autonomously with drive and enthusiasm and prioritise own workload * Demonstrate reliability, consistency and integrity. * Form and maintain positive working relationships with a wide range of people within the organisation, with schools and external partner * Competently use word processing, presentation and spreadsheet packages e.g. MS Word, Excel, Outlook, and PowerPoint * Work with others to achieve shared goals. * Analyse and interpret qualitative and quantitative information. * Demonstrate personal organisational skills including time management * Work outside normal office hours * Work flexibly to meet needs of the role. * Adapt to changing circumstances and new ideas. * Demonstrate innovation and creativity. * Demonstrate drive for continuous improvement. * Edit, maintain and write copy for online media as well as printed communications and marketing materials using relevant software | Application Form/Interview |
| Commitment to Equal opportunities | Interview |

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