

JOB DESCRIPTION

Job Title:	Professional Learning Administrator (full time, for 41 weeks per year))
Responsible to:	Director of Teaching, Learning and Professional Development
Job Purpose:	To provide comprehensive administrative support for the College's Teaching, Learning and Development function by providing effective organisation, coordination, monitoring, and accurate recording of staff professional development activities. The role will develop systems and processes that enable the College to ensure that all staff receive appropriate training by creating a dynamic and personalised approach to professional development while ensuring consistency and compliance across the College.

A. SPECIFIC ROLE RESPONSIBILITIES

1. Lead on the development and maintenance of Staff Personalised Development Logs.
2. Record, monitor and actively follow up on all training and professional development activities, with specific emphasis on compliance training.
3. Work with the Professional Development Team to track, monitor and follow-up on teacher Action Plans and any actions identified from lesson observations.
4. Support the design and delivery of training programmes that creatively combine traditional learning (e.g., courses, workshops, webinars) with non-traditional opportunities (e.g., peer learning, development groups/cross-departmental collaboration projects, mentoring, reflective practice).
5. Organise, coordinate and administer new staff training, induction and initial reviews, teacher observations, leadership/management training, staff training days (e.g., internal and external), and the College's online platforms (e.g., Steplab, Smartlog).
6. Monitor the attendance and participation of staff with professional learning and development and Implement post professional development evaluations and to establish the impact and value of training and development activities.
7. Registration and management of the ECT process, mentors and placements for trainee teachers.
8. Publish and promote both an annual PD calendar of events as well as ongoing training activities and staff development opportunities through various communication channels.
9. Create and maintain an engaging online presence for professional development and learning.
10. Administer all aspects of staff apprenticeships, trainee teacher programme and associations with other external bodies (e.g., Exam boards, Chiltern Training Group). This includes but is not limited to working with the Finance Department, ensuring the effective use of the Apprenticeship Levy, being responsible for schemes such as Taking Teaching Further via the DfE portal and any identifying other relevant sector funding streams that can be used for staff training.
11. Produce regular training, development and compliance reports for the Senior Leadership Team and Governors.

12. Organise and coordinate internal and external training and development opportunities for all staff. As well as being responsible for associated arrangements such as refreshments, venues, accommodation and travel, as required and appropriate.
13. Maintain accurate staff and training events records that are OFSTED inspection ready and fully compliant with all relevant legal requirements.
14. Work closely with the HR Department and undertake any related duties (e.g., aligning training with role requirements, performance management and career development).

B. GENERAL RESPONSIBILITIES OF ALL STAFF

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.
5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION

The College regards the following as important criteria and will look for evidence that applicants meet as many as possible:

C. QUALIFICATIONS

1. General education to a minimum of Level 3 or equivalent.
2. Relevant qualification in administration.
3. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
4. Qualified by relevant experience.

D. EXPERIENCE

1. Coordinating and administering staff training and professional development programmes.
2. Organising events.

3. Providing highly effective and efficient administrative/clerical support, data management, and record maintenance using various IT packages, databases, and spreadsheets.
4. Managing compliance training records and preparing for inspections/audits.
5. Administering apprenticeship programmes.
6. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
7. A demonstrable record of success in previous roles.

E. KNOWLEDGE AND AWARENESS

1. Awareness of current trends in training and professional learning development.
2. Understanding of the Apprenticeship system and the Levy.
3. Good knowledge of the 16-19-year education system
4. Clear understanding of safeguarding processes and procedures.
5. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

F. SKILLS

1. Excellent administration skills, in particular the ability to find, absorb and critically assess complex information.
2. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office—particularly Excel and Outlook)
3. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
4. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
5. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
6. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
7. The ability to work under pressure and be flexible.
8. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
9. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
10. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

G. PERSONAL QUALITIES

1. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.

2. High levels of emotional resilience, positivity and drive.
3. Strong intellectual powers and the ability to be reflective.
4. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
5. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
6. To work collaboratively and constructively as a member of a team and to support colleagues as required.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY & CONDITIONS

SALARY: Sixth Form College's Support Staff Spine point 24, £24,238 rising to point 27, £26,701 with annual increments based on service and performance related criteria. (This is the pro rated equivalent of the full-time scale, £26,818 - £29,544).

HOURS: Working 37 hours per week from 8am to 4pm Monday to Friday for 41 weeks per year, full time, a degree of flexibility is required.

START DATE: 23/02/2026

DISCLOSURE: The College will seek an enhanced disclosure from the Disclosure & Barring Service.

Closing date for all completed application forms: Monday 19th January 2026, at 8:00am

Interviews planned for week commencing: Monday 26th January 2026