

JOB DESCRIPTION

Post	Programme Coordinator, Wandle Teaching School Hub
Grade	Scale 4, spine point 7 – 10
Hours	36 hours a week
Term time pattern	All year round
School/Location	Chesterton Primary School, London, SW11 5DT <i>(The postholder may also be required to work at other schools and sites within the Wandle Learning Trust depending on the role and the nature of the responsibilities).</i>
Reports to	Director(s), Wandle Teaching School Hub
Line manages	N/A

Context

Wandle Learning Partnership (WLP) is the curriculum and professional development arm of the Wandle Learning Trust. It includes our DfE designated Maths, English and Teaching School hubs, as well as offering a comprehensive CPD program and school improvement service. It is the centre of a professional learning community, bringing together an extensive and diverse range of educational organisations all of which share a determined commitment to improving educational outcomes for children and providing professional development opportunities for those employed in education. We work together to deliver:

- Initial Teacher Training
- Early Careers Framework
- Appropriate Body Services
- National Professional Qualifications
- Professional Development
- Curriculum Development

Wandle Teaching School Hub (WTSH) is funded by the Department for Education (DfE) and works closely with University College, London (UCL).

Purpose of the Job

To provide effective administrative support to the leadership team of Wandle Teaching School Hub, working alongside the Programme Coordination Lead.

Main Responsibilities

- Administer the delivery of the ECF & NPQ training programmes
- Maintain and develop current databases and improve processes for WTSH users when signing up for training

- Administer the delivery and maintenance of the Initial Teacher Training (ITT) programme and assist with training data
- Administer the delivery and maintenance of the Appropriate body service.
- Provide administrative support for facilitators and facilitator development team members
- Work with the Programme Coordination Lead on all aspects of Marketing, including social media pages
- Produce email distribution lists, maintain contact lists and build key relationship with external companies
- Update the WTSH website ensuring the training information is clear and current
- Support with hosting webinars and open events, including liaison with venues and caterers.
- Develop and proofread marketing materials, seeking approval from senior team members as necessary.
- As directed by WTSH leadership team; organise, attend and contribute to Hub related meetings, helping to prepare and issue agendas and associated documents, take minutes etc
- Maintain and develop strong communication with new and existing stakeholders, including the DfE, Wandle Learning Trust, Schools, Academies and the Teaching Schools' Council
- Work with WTSH leadership team to provide administrative support across all work streams, including the following: -

Early Career Framework and National Professional Qualifications

- Manage the ECF databases, ensuring they are accurate and up to date
- Ensure that sign up processes on the ECF programme are efficient and effective
- Manage queries
- Ensure that programme information is accurate and received in a timely manner
- Help to promote and recruit delegates for the ECF programmes by maintaining marketing materials, managing the booking and ongoing communication processes and responding to queries
- Assist with collating associated data and reporting for the WTSH leadership team

Appropriate Body Service

- Provide administrative support for the Appropriate body work
- Maintain and improve current Appropriate Body databases
- Administer the work of the Quality Assurance Team

Initial Teacher Training

- Keep the current ITT cohort informed of WTSH processes/workshops/meetings.
- Administer the promotion and marketing of the WTSH ITT offer
- Support the recruitment, interview and assessment process for the ITT cohorts
- Manage the process on "Apply"
- Administer school placements
- Provide data to the WTSH leadership team as requested
- Maintain ITT databases and ensure that data deadlines are adhered to

- Attend any recruitment events

Continuous Professional Development (CPD) programmes

- Administer the marketing the professional and curriculum development programmes
- Ensure course flyers are kept up-to-date, including course information contained on the website
- Administer the booking and communication process of CPD courses for delegates and facilitators
- Welcome delegates into the facilitating school or online forum for courses, ensuring they are appropriately signed in
- Issue and collate evaluations for all CPD events
- Organise hospitality for CPD courses, including ensuring that the training room is kept stocked with tea, coffee and stationery and is appropriately maintained
- Assist in the planning organisation and execution of arrangement the Trust's Joint Professional Days

General Responsibilities

- Respect the sensitive nature of some of the WTSH's activities and maintain confidentiality
- Set own targets and prioritise work effectively
- Take responsibility for own continuous professional development
- Ensure compliance with Data Protection and GDPR legislation
- Be aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation
- Comply with health and safety policies at all times, ensuring issues are raised or reported as required
- Be aware of and support difference and ensure equal opportunities for all
- Ensure that WLT finance and HR policies are followed at all time

Special Conditions of Service:

- You may be required to work outside of normal school hours on occasion (e.g. to attend full Local Academy Committee and/ or committee meetings, etc.) with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.

- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection

PERSON SPECIFICATION

Programme Coordinator, Wandle Teaching School Hub

	Essential	Desirable
Experience		
Experience of supporting administrative functions in either public, private or third sector organisations	E	
Administrative, business or school management qualification or relevant experience		D
Experience of providing effective administrative and operational support in a busy organisation	E	
Experience of working with the general public	E	
Knowledge and Understanding		
Skilled in using Microsoft Office 365, with experience of using databases and other software packages	E	
Ability to maintain websites using CMS software and social media to provide effective communication to internal and external stakeholders	E	
Skills and Abilities		
High level of written English and the ability to take accurate notes and create high quality minutes	E	
Strong communication skills with a range of audiences and stakeholders	E	
Excellent interpersonal skills and the ability to maintain positive and professional working relationships	E	
Willingness and ability to work flexibly at peak times		D
Strong organisational skills, with the ability to take personal responsibility for work tasks in line with deadlines and organisational requirements	E	
Able to work within Trust policies such as Safeguarding, Equality & Diversity and Health & Safety	E	
Able to demonstrate sensitivity and objectivity when dealing with confidential issues	E	

Date Reviewed: _____