



## Training and Professional Development Officer

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Co-ordinating the administration of professional development and school improvement activities across the Wessex Learning Trust.</li> <li>• Supporting the strategic planning and associated calendars and record keeping linked to the Wessex Executive Leadership team.</li> <li>• Providing a general confidential/administrative support service, carrying out duties in a professional manner and in accordance with the Trust policies.</li> </ul>
<b>Reporting to</b>	Director of Learning
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide effective clerical support for all aspects of work for the Director of Learning, ensuring the highest quality presentation of all documents and to organize and present information for reports in a variety of formats. These documents would include emails, briefing papers, reports, presentations, agendas and minutes.</li> <li>• To be the main point of contact for all aspects for Trust enquiries relating to training, continued professional development and school improvement.</li> <li>• Scheduling and co-ordinating professional development training and other meetings or events.</li> <li>• Accurately maintaining relevant documentation and records.</li> <li>• Organising speakers, visitors, venues and other arrangements for training meetings/conferences.</li> <li>• Support the organisation by analysing employees' needs assessments including the collation of need from the Trust's appraisal system (BlueSky) and annual engagement survey to forensically plan for staff training.</li> <li>• The postholder will become the champion for the BlueSky Appraisal system, coordinating its use by schools and advising schools on its functionality (training will be provided).</li> <li>• Provide and communicate vital information about training sessions and inform staff about available training, professional learning communities and other meetings, including keeping the website, database and the Wessex Learning Trust intranet up to date (in the relevant areas).</li> <li>• Liaise with schools to support the creation of annual training and development plans and support with the collation of Annual Improvement Plans (AIP).</li> <li>• Order training supplies and materials to enhance professional learning programmes.</li> <li>• Support the Executive Leadership Team with the Trust's self-evaluation and quality assurance programmes, including schools' Ofsted and SIAMS action plan monitoring, School Improvement Partner follow up action planning, Head Teacher report evaluation and School Evaluation Form (SEF) evaluation.</li> <li>• Working with the Director of Learning support with the compilation of the school improvement heatmaps, category of school and register of risk.</li> <li>• Disseminate information from the Department for Education and relevant educational reading matter and bulletins to relevant staff as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.</li> <li>• To cover for absent colleagues in the Trust Central as required.</li> </ul>
<b>Additional duties and information</b>	<ul style="list-style-type: none"> <li>• The post holder will be based at Wessex Learning Trust Headquarters in Cheddar but may be expected to travel to other Wessex schools, as necessary.</li> <li>• The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</li> <li>• Ensure the aims, priorities and policies of the Trust are adhered to.</li> <li>• Act as a positive representative of the Trust and its learners in all circumstances and at all times.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.</li> <li>• Carry out any other duties as commensurate within the grade, as reasonably requested by the Executive Leadership Team.</li> <li>• Attending relevant meetings, as required.</li> <li>• Participating in training and other learning activities and performance development, as required.</li> <li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.</li> </ul>

<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

	Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
<b>SKILLS</b>	
Excellent communication skills.	E
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.	E
Enviably attention to detail.	E
An understanding of the education sector and training and qualifications involved within teaching and learning	D
<b>PERSONAL QUALITIES</b>	
High professional and personal standards.	E
Work on own initiative and have a pro-active approach to problem-solving.	E
Respect for young people and their needs and passionate about enhancing opportunities.	E
Demonstrates resilience, high level of motivation and 'can do' attitude.	E
Experience of building excellent working relationships.	E
<b>OTHER</b>	
Comply with safer recruitment checks including enhanced DBS.	E