

# Job Description

## HCAT

<b>SERVICE AREA: Tykes Teaching Alliance</b>	
<b>JOB TITLE: Professional Development Programmes Lead</b>	
<b>GRADE: 6</b>	
<b>RESPONSIBLE TO: Director of Teaching Alliance</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

Reporting to the Director of Teaching Alliance, the post holder will be responsible for:

- Coordinating the local delivery of the Early Careers Programme and the suite of National Professional Qualifications across the region in partnership with the Teaching School Hub and their chosen National Provider.

### Key Areas of the Role:

- Providing effective, efficient and professional coordination and administrative duties in relation to all areas of delivery of a range of professional development programmes including the Early Careers Programme and National Professional Qualifications
- Providing a professional service to schools/academies using a customer service ethos.
- Providing administrative duties in relation to all key areas of the Teaching Alliance activity.

### Duties and Responsibilities:

- Liaising with Teaching School Hub leadership, school and academy leaders and key external contacts.
- Ensure communication about professional learning programmes to schools and academies is effective, using high levels of spoken and written English including provision of newsletters, updates to the website and managing social media content to promote the work of the Teaching Alliance.
- Ensuring information about deadlines and application windows; funding opportunities; and the application process is clear and shared widely to maximise participation.
- Oversee the application/registration/onboarding processes, paying attention to detail and adhering to prescriptive timescales.
- Manage the administration of different cohorts and clusters of participants from a wide range of locations.
- Communicate the allocation of facilitators, keeping regular lines of communication open to ensure programmes/events are organised effectively and efficiently.
- Coordinate programme scheduling (in partnership with the Teaching School Hub and their chosen National Provider).
- Responsibility for venue liaison and booking of face-to-face sessions including the setting up and opening of links for remote delivery.
- Attend venues as required to greet and welcome participants, to manage the enrolment process and ensure all arrangements are in place for effective delivery.
- Ensure high quality programme materials are produced, distributed in a timely manner and communicated appropriately.
- Preparation and distribution of programme/session registers, badges & resource packs.
- Maintain accurate records of participants, including any changes in circumstances.
- Follow up non-attendance of participants at statutory programmes.
- Maintain effective data collection systems relating to participant and school/academy attendance and engagement data, ensuring confidentiality is maintained in accordance with safeguarding and GDPR legislation and internal policies and procedures.
- Act as first point of contact responding professionally and efficiently to incoming calls and emails to ensure all queries are dealt with appropriately and to a high standard.
- Produce accurate data and information reports as required.

- Providing effective, efficient, and professional administrative duties in relation to all key areas of the Teaching Alliance activity.
- Respond independently to unexpected situations which require the use of initiative and a high level of negotiation and interpersonal skills.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them.

***Tykes is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

<b>Date Job Description Revised:</b>	<b>By whom:</b>
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