



Cardinal Hume Catholic School

Job Description

Job Description and Person Specification **Staff Training and Development Manager**

Role Title:

Cardinal Hume Training Manager

Job Description

To professionally manage and take responsibility for the day to day delivery of a comprehensive training and events calendar as directed by the Headteacher.

Responsibilities

Key duties:

1. Support management of all calendared CPD and meetings.
2. Lead on Cardinal Hume collaboration with the Trust in relation to training and CPD.
3. Oversee the work of the Deputy Training Manager.
4. Oversee the various 'hubs' in place at Cardinal Hume.
5. Integrated member of the school's operational team.
6. Assist in identifying ITT placements, maintain and monitor the UCAS system.
7. Develop recruitment strategies for ITT and attend all 'Train to Teach' events.
8. Lead organisation of School Experience placements
9. Promote and coordinate Trust programmes and their links to the needs of Cardinal Hume staff
10. Coordinate and monitor all school to school support work
11. Monitor CPD, ITT and CHCS Hub finances liaising with the school bursar
12. Communicate to staff the range of meetings, training and events calendared in schools.
13. Be aware of external funding streams linked to CPD and ITT
14. Support the teaching and learning team with their evidence gathering linked to CPD and standards of teaching

Work experience

Essential:

Experience of working in an educational setting.

Desirable:

Experience of staff recruitment, management and training

Experience working in partnership with external agencies and organisations

Event organisation and delivery

Knowledge/Skills/Aptitudes

Excellent communications skills

Able to cope with multiple priorities

Problem solving/use of initiative

ICT skills

Able to organise, run and evaluate events and activities

Good written and verbal communication skills

Able to lead/manage staff

Networking skills

Disposition

Good interpersonal skills

Logical analytical approach

Committed to the principles of equality and diversity

Able to set and work to tight deadlines and targets

Flexible approach to work

Able to use own initiative

Empathy with others

Patient and sympathetic

Able to work as part of a team

Circumstances

DBS clearance

General Requirements

1. Attending and participating in training and development courses as required.
2. Attending meetings, liaising and communicating with colleagues internally and externally.
3. Being an effective role model for the standards of behaviour expected of pupils.
4. Having due regard to confidentiality, safeguarding child protection procedures, health and safety, comply with e-safety policy, other statutory requirements and the policies of the governing body and multi academy trust.

Professional Values and Practice

1. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
2. Reflecting upon and seeking to improve personal practice.
3. Working within schools' policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
4. Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools' policies and procedures.
5. Building and maintaining successful relationships with pupils, parents/carers/ staff and external agencies.

The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The post holder will be required to comply with all Academy policies, including the no smoking policy. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

28th May 2021



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

