

## **JOB DESCRIPTION**

<b><u>POST TITLE:</u></b>	<b>CPD &amp; Training Manager</b>
<b><u>GRADE:</u></b>	<b>DBC BAND 10 (SCP 28 - 31)</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Chief Executive Officer, Deputy Chief Executive Officer &amp; Chief Operating Officer</b>
<b><u>JOB PURPOSE:</u></b>	<b>As a member of the Trust Central Services Team be responsible for the development, management and delivery of CPD and statutory training within the Trust.</b>

## **MAIN DUTIES/RESPONSIBILITIES**

1. To be responsible for the design, management and co-ordination of appropriate administrative systems across the Trust to support the professional development of all staff within the Trust.
2. To determine the need for and arrange provision, analysis and evaluation of data for detailed reports, business cases, feedback surveys etc in relation to CPD & statutory training.
3. To plan, develop and design monitoring systems which complement Trust policies and procedures ensuring statutory training is undertaken at employee level in accordance with the programme and recorded at school and Trust level.
4. Liaise with CPD providers, Trust facilitators and statutory training providers to create a multi-year training programme for all staff which will include a blended approach of face to face, remote and online training.
5. Liaise with the Teaching School Hub & Diocese of Hexham & Newcastle to ensure professional development opportunities and pathways are promoted widely within the Trust.
6. As a member of the Trust Central Services Team contribute to whole Trust initiatives as required.
7. Liaise closely with HR, Payroll & Finance Team members ensuring staffing and financial data is up to date.
8. Prepare Trust Induction programme to complement individual school based inductions.
9. To be responsible for the arrangements for whole Trust Inset in conjunction with Central Services & School Improvement Teams and as required attend events in person or virtually.
10. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
11. In the absence of senior Trust staff, liaise with appropriate colleagues with respect of urgent business.
12. To provide advice, guidance and interpretation to Senior Staff in relation to policies and procedures, best practice guidance, legislation, National Standards and initiate appropriate action where necessary to ensure the Trust's compliance.

13. To develop and create for consultation, policies and procedures relating to CPD and training needs to ensure that the Trust has information / data available in the required format and within appropriate time scales.
14. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making process.
15. To actively promote the Trust and its services, and take a leading role where necessary and appropriate and as required liaising with the Marketing Team.
16. To manage and review Service Contracts and Service Level Agreements in relation to CPD & Training on behalf of the Trust.
17. To manage, monitor and plan expenditure from agreed budgets in conjunction with the Trust Finance Team.
18. To ensure that financial policy and procedure is carried out in line with audit requirements and the Scheme of Delegation.
19. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects of academy life.
20. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
21. To carry out your duties with full regard to the Trust Equality Policy
22. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
23. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION**  
**CPD & TRAINING MANAGER**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	Degree / NVQ level 5 or equivalent relevant experience	C, AF	D1	Relevant Higher Educational qualification	C
<b>Experience &amp; Knowledge</b>	E2	At least 4 years previous relevant experience	AF,R,I	D2	Experience of working in a school or Trust using relevant MIS	AF,R,I
	E3	Experience of leading a multi-disciplinary team including the monitoring of performance and development	AF,R,I AF,R,I	D3	Experience of facilitating training	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Senior Officers	AF,R,I	D4	Awareness of Statutory Education system and associated legislation relating training & professional development	AF,R,I
	E5	Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice / policies	AF,R,I	D5	Experience in the development of and delivery of training courses	AF,R,I
	E6	Experience of managing budgets & projects	AF,R,I			
	E7	Experience of policy / procedure development and implementation	AF,R,I			
	E8	Experience or working knowledge of marketing, sponsorship and promotion activities	AF,R,I			
	E9	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
	E10	Experience of project planning	AF,R,I			

<b>Skills</b>	E11	Ability to relate well to children and adults	R,I			
	E12	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	R,I			
	E13	Ability to train and motivate a team	R,I			
	E14	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E15	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF, R,I			
	E16	Ability to work to tight deadlines on a number of different projects	R,I			
	E17	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			
	E18	Proven ability to undertake effective research	R,I			
	E19	Proven ability to plan, implement and deliver large scale projects	AF,R,I			
<b>Personal Attributes</b>	E20	Participate in development and training opportunities	AF,R,I	D6	Practising Catholic	AF/R
	E21	Be willing to promote the Catholic ethos and values of the Academy	AF/R			
	E22	Ability to abide by Trust policies and procedures	AF,R,I			
<b>Special Requirements</b>	E23	Motivation to work with children	I,R,D			
	E24	Ability to form and maintain appropriate relationships and personal boundaries with children	I,R,D			
	E25	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I,R,D			

	E26	Access to a reliable means of transport to meet the travel requirements of the post	AF/I			
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<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references