

EMBRACE TEACHING SCHOOL HUB COORDINATOR JOB DESCRIPTION

INTRODUCTION	
Status:	Permanent (subject to probationary period)
Location:	Main head office base – Ewood Campus, Clod Lane, Haslingden BB4 6LR.
Job Overview:	The administration and coordination of the Early Career Framework Induction Programme and the Appropriate Body Service, playing a key role in developing our systems of working to ensure an effective service.
Line Management:	Reporting to – TSH Lead
Liaising with:	Embrace Team, Trust Central Team
Working time:	37 hours per week Term time only plus two weeks
Salary /Grade:	Grade E £28,598 to £32,061 FTE Actual salary - £25,309 to £28,374
Disclosure Level	Enhanced
Main Duties and Responsibilities	
<p>Main Elements of the Role</p> <ol style="list-style-type: none"> 1. Coordinating the administration and internal processes of the Early Career Framework and Appropriate Body Service to ensure its smooth delivery and its appropriate alignment with regulations, legislation and professional standards. 2. Coordinating the marketing, administration and delivery of the Teaching School Hub activities, with particular responsibility for ensuring that the Early Career Framework and Appropriate Body Services achieve its KPIs. 3. Engage schools to secure involvement and facilitate a positive onboarding experience, assisting with appropriate DfE portal registration as required. 4. Assist with recruitment, taking responsibility for the coordination and liaison with mentors and facilitators. 5. Recognise and rectify any compliance issues arising. 6. Ensuring effective communication with national training providers, senior leaders and staff in schools and programme members. 7. Gather feedback from stakeholders and programme members. 8. Reporting and analysing trends, data and performance both internally and to external stakeholders. 9. Ensure that all venues, catering and speakers are booked in advance with written confirmation and acceptance of terms and conditions. 10. Maintain databases and portals, remind facilitators and programme members of their commitments in a timely and professional manner before each training event. 11. Organise all aspects when hosting events e.g.: reception, ensure venue is set up appropriately, IT is working and training materials are distributed. 	

12. Upload documents and information to ensure digital platforms are up to date with all necessary information.
13. Monitoring of programme budgets and controlling expenditure to agreed targets.
14. Identifying opportunities for improvements and new developments of the training offer.
15. Providing support to the Professional Development Lead, Strategic Lead and assisting with other programmes as required.

General Activities

1. To contribute to the overall ethos, values and aims of The Sea View Trust and Embrace Teaching School Hub.
2. To comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. To ensure confidentiality and secure transfer of materials, documents and information at all times, in accordance with GDPR.
4. To be aware of and support difference and ensure equal opportunities for all.
5. To attend meetings as required.
6. To develop constructive relationships and communicate with other agencies and professionals.
7. To undertake any other duties commensurate with the grade as directed by your line manager or the CEO.

The Trust 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 below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

EMBRACE TEACHING SCHOOL HUB COORDINATOR PERSON SPECIFICATION

* Evidence – A Application Form - I Interview - R Reference

	Essential or Desirable	Evidence *
Indicative knowledge, skills and experience		
5 A*- Cs at GCSE including English and Mathematics	E	A
National qualifications Level 4, HND, A Levels or relevant extensive experience	E	A
Evidence of and commitment to ongoing professional development	E	A
Knowledge and experience of developing and managing relevant administrative/finance systems and specialist ICT packages;	E	A/I
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative	E	A/I
Experience of working in an administrative setting and/or managerial experience	E	A/I
Highly proficient in the use of MS Office software packages, such as Word, Excel and Outlook, as well as search engines and online databases and MIS systems	E	A/I
Strong verbal and written communication skills, including accurate use of Standard English.	E	A/I
Experience of administration within education	D	A/I/R
Experience of administration for AB, ITE, ECF and/or NPQs and/or an understanding of the context of local schools	D	A/I
Full UK driving license and access to a vehicle with business insurance	D	A/I
Application		
Well-written and accurate application form with relevant experience	E	A
Supporting Statement which addresses person specification, evidence in application and supporting information	E	A
High standards in grammar, spelling and writing	E	A