

Job Description

TITLE:	Group Staff Development Coordinator
GRADE:	Scale 7
REPORTS TO:	Deputy Director Teaching and Learning
HOURS:	Contracted for 35 hours per week.

Purpose of the Role

- To coordinate and support the planning, organisation and delivery of Group-wide Staff Development Days and CPD events.
- To design, produce and manage high-quality Staff Development Day flipbooks, programmes, guides and associated learning materials.
- To provide effective administrative and operational support for staff development activities.
- To support all partnership working activities by providing administrative, organisational and operational support, including coordinating communications, maintaining records.

Key Responsibilities:

- Coordinate all operational aspects of Staff Development Days, including managing & delegating cross-team tasks, communicating deadlines to GDs/GCDs, centralising processes and uploading records for staff.
- Design and produce flipbooks, programmes and guides.
- Coordinate presenters, venues, resources and communications.
- Maintain CPD records and attendance data.
- Provide event administration before, during and after events.
- Produce evaluation and attendance reports.
- Collate feedback and support continuous improvement.
- Support all partnership working activities by providing administrative, organisational and operational support, including coordinating communications, maintaining records, arranging meetings and contributing to the effective delivery of partnership initiatives and collaborative projects.
- Support budgets, purchase orders and records.
- Liaise with HR and departments regarding development records.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should

be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.

- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College 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.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

- A flexible and proactive approach, with the ability to think creatively, adapt to changing priorities and maintain enthusiasm in a dynamic environment.
- A strong work ethic and consistently high professional standards.
- An understanding of and commitment to equal opportunities, with practical ideas for their implementation within the scope of this post.

Education & Qualifications

- Good standard of general education with a minimum of Level 2 skills in English, numeracy and IT.
- Strong IT skills, including Microsoft Office and Canva/Adobe
- GCSEs (or equivalent) in English and Maths

Experience

- At least 2 years' experience in coordinating staff development events and systems.
- Experience creating professional publications and flipbooks.
- Excellent organisational and communication skills.

Knowledge, Skills & Behaviours

- Strong written and proofreading skills, including the ability to compose routine correspondence and take minutes of meetings.
- Exceptional attention to detail, with the ability to produce accurate work and spot errors quickly.
- Ability to analyse data and produce reports.
- Ability to organise, prioritise and schedule work under pressure to meet tight deadlines.
- Ability to work independently using sound judgement, while also collaborating effectively as a supportive and adaptable team member.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.

- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.