

Learning and Development Administrator

Creative Education Trust

October 2023



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Learning and Development Administrator at Creative Education Trust.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. We have a strong track record of school improvement with our schools moving rapidly from Ofsted 'inadequate' to 'good'.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them. You can watch a short video illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad

I look forward to receiving your application.

Yours sincerely,

Marc Jordan - CEO

“We are looking for a well organised administrator to help support the Learning and Development team”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Most of this work happens within our schools, which have considerable autonomy, but they are supported by several Head Office teams – Finance, Estates, HR, School Improvement, IT and Governance – which give the framework for the organisation to follow.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

A MESSAGE FROM THE DIRECTOR OF RESEARCH AND DEVELOPMENT



Thank you for your interest in joining the Trust Education Team

Creative Education Trust is a vibrant organisation, enjoying a culture striving for excellence in both staff and pupils as they navigate their careers in education.

Our Trust is committed to developing a team where colleagues feel valued and are rich in the skills required to engage in our ambition to provide a creative and inclusive learning environment for all our students.

We are in the process of creating our Centre for Professional Learning and Development which aims to signpost pathways through which all colleagues can access development opportunities to progress their learning, skills and professional practice.

This role offers the exciting opportunity to join me and our Learning and Development Manager, Claire Amed, as we collaborate with key stakeholders in our organisation to map progression pathways for all career routes.

Administrative support for our established teacher training initiatives will be an early focus for this postholder, with training being provided to develop ownership of the day-to-day communications relating to these programmes.

We are excited to welcome a new member to our Learning and Development team and look forward to receiving your application.

Gwayne Webb
Director of Research & Development



‘Learning and Development is an exciting field through which we facilitate the professional growth of our colleagues. I am excited to be part of the launch of our Centre for Professional Learning and Development and look forward to welcoming a new colleague to share in that journey.’

Claire Amed, Learning and Development Manager



You can find out more at:
www.creativeeducationtrust.org.uk

LEARNING AND DEVELOPMENT ADMINISTRATOR

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Home-based but with occasional travel to events and schools within the Trust

HOURS

37 hours a week, Term Time Only

SALARY

£28,000 FTE

(£24,083 per annum actual salary)

REPORTS TO

Learning and Development Manager

THE ROLE

- Under the guidance of the Learning and Development Manager be responsible for undertaking administrative and organisational processes within the Centre for Professional Development and Learning.

KEY RESPONSIBILITIES

- Administration for teacher training and early career development, including electronic platforms and DfE portals.
- Liaise with our schools and external institutions related to the administration of staff development.
- Manage manual and computerised records and information.
- Collate information and data for reporting purposes.
- Undertake word processing and ICT based tasks.
- Provide administrative support to the wider central Professional Development & Learning team.
- Contribute towards the planning of events and attend events when required.
- Contribute to the development of partnership working.

- Establish constructive relationships with all schools and communicate with external providers.
- Keep records on trainee teacher and internship applications and follow up with all current trainees.
- Analysis of applications and enquiry follow up.
- Communicate with trainees and follow up on successes and concerns.
- Compile and cross-reference data collected from schools and external providers.
- Assist in arranging materials for trainee interviews.
- Provide guidance to teacher training and internship applicants and manage enquiries.
- Collate and communicate information as needed to inform and advise on decision making for potential trainees and interns.
- Work with external organisations.
- Assist with promotion and marketing of Creative Education Trust and events.
- Communicate with tutors, mentors and support staff across the Trust as required.
- Distribute and collate feedback forms.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Director of Research and Development.

You can find out more at:
www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of education (GCSE, A-Level or equivalent experience) 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of operation of administrative systems. • Experience of working in a busy environment, managing a demanding workload with changing priorities. • Experience of improving administrative processes and systems. 	<ul style="list-style-type: none"> • Experience of working in Learning and Development, Teacher Training or Education • Experience of providing administrative support within an educational setting.
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • GDPR • Proficient user of Microsoft Office and IT systems • Ability to deal with confidential and sensitive information. • Outstanding organisational skills • Proven clear and concise written and verbal communication skills • Ability to self-evaluate • Warm and welcoming • Ability to prioritise • Communicate effectively and confidently with different groups of people across different organisations • Flexibility during certain times of year • High expectations and a proven track record of making a commitment to team working 	<ul style="list-style-type: none"> • Understanding of Teacher Training and different routes available to enter the teaching profession • Effective understanding of DfE procedures and ITT recruitment • Clear understanding of the education system across primary and secondary schools
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Ability to work out of working hours on occasion in accordance with the needs of the Trust team 	<ul style="list-style-type: none"> • Full driving license is desirable to facilitate travel to schools

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.