

JOB DESCRIPTION

Digital Learning and Development Coordinator

Reporting to:	Training and Development Manager
Salary:	£26,182 - £28,662 per annum (TCES Salary Band 6)
Location:	TCES Central Services, SW19 3TZ
Contract and hours:	Permanent, full time, term time + 2 weeks.

Job Purpose

The Digital Learning and Development Coordinator will coordinate the learning and development of TCES staff through the organisation and provision of high-quality digital and online interventions. The role supports the Learning & Development department meet organisational, school/service and individual requirements through the analysis of development needs, designing intervention programmes or sourcing of appropriate training.

Main duties and responsibilities

Scheduling and production of digital Learning & Development programs, online events and CPD.

Record & report on participation of all digital learning & development interventions and update HR Information System (HRIS) or Learning Management System (LMS), producing reports for schools, senior leaders and Operational Board.

Support the Training & Development Manager in the design and delivery of digital learning interventions across TCES, providing opportunities for the development of skills and knowledge required to meet the organisation's goals.

Ensure our accredited programmes, through external partner organisations such as Crossfield's and Guide, are fully implemented, tracked, and delivered with an increase in uptake year on year.

Evaluate digital interventions and training through surveys and audits, recommend improvements and changes to meet current DfE guidelines and TCES policies.

Work with TCES colleagues to maximise opportunities to share best practice and consistency of approach across the organisation with digital transformation.

Gain a full working understanding of each school and central department, their training needs, and work alongside leaders to design effective training programmes.

Ensure digital learning interventions are delivered in line with the TCES Values, and are of a high-quality, are purposeful and innovative.

Signpost staff to free external virtual training opportunities.

Collaborate with colleagues to ensure the integrity of training data and information within the HRIS and/or LMS.

Collaborate on occasions with our third party IT service, Wanstor, to ensure smooth running and appropriate access of online digital training.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

HOW TO APPLY

Education and qualifications

Hold CIPD Level 3 (or above) or equivalent qualification and/or relevant experience.

Minimum of GCSE English & Mathematics, A* - C grades (or equivalent).

IT further or higher education qualification (D).

CIPD Level 5 or working towards (D).

Knowledge and experience

Proven track record in the coordination of learning development, in a multi-disciplinary environment.

Creative flare for designing and engaging delivery of online learning.

Understands the learning cycle and apply this experience in planning staff development programmes and interventions to meet organisational needs.

Experience of working in an educational, social care, charity or clinical sector (D).

Skills and ability

Excellent interpersonal & communication skills, both written and verbal, with the ability to develop and manage constructive and robust with staff and external providers, at all levels of an organisation.

Pragmatic and flexible approach to problem-solving.

High and consistent levels of attention to detail.

Collaborative & inclusive team player, able to work flexibly and be adaptive.

Good organisational skills with the ability to plan workloads and prioritise tasks.

Ability to work independently and in a task-focused way as directed or guided, according to business needs.

Proficient IT skills including a background in the use of a LMS, HRIS, Microsoft Teams with Articulate, and Adobe or equivalent.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

D= Desirable; **November 2023**