

# Job Description

<b>Role title</b>	<b>Professional Development Manager (Content)</b>
<b>Role reports to</b>	<b>Senior Professional Development Manager (Content)</b>
<b>Direct reports</b>	<b>None</b>
<b>Indirect reports</b>	<b>None</b>
<b>Level</b>	<b>5 / Grade F</b>
<b>Product Group</b>	<b>Products and Services (Int)</b>
<b>Department</b>	<b>Teaching &amp; Learning</b>
<b>Location</b>	<b>Cambridge (UK) / Hybrid</b>
<b>Effective date</b>	<b>May 2023</b>

## Purpose of the role

The purpose of this role is to manage the end-to-end process of producing high-quality content for both face-to-face and virtual professional development workshops offered by Cambridge International. The post holder will devise the brief, commission consultants to write and review the content, collaborate with consultants to hone and edit content to ensure it is fit-for-purpose before piloting and responding to trainer and delegate feedback, making changes as appropriate.

## Key accountabilities

- Managing the end-to-end process of producing new professional development workshops which are ready for market.
- Managing consultants to ensure the production of quality content which fulfils the brief and is fit-for purpose.
- Managing existing professional development workshops to ensure they remain relevant and high-quality.
- Advising on effective pedagogy and professional development practice.
- Supporting the Content team by quality-assuring and signing-off professional development content.
- Responding to customer feedback to identify new opportunities for professional development workshops.

## Key relationships (internal and external)

- External consultants
- External customers
- The Professional Development Content Team (Face-to-Face)
- The wider Professional Development Team (Face-to-Face)
- The online Professional Development team
- Cambridge International regional teams
- The Teaching and Learning Division

## Role impact (people, policy, financial)

### Budgets

#### Income

The functions of this role and the team for which it is responsible has a direct impact on income received from all types of teacher and school leader professional development.

#### Direct costs

None

#### Indirect costs

The post holder operates with the annual budget set for each strand and the budget allocated therein for specific projects.

### People

No line management responsibilities

## What is the major impact of this role on the business?

The role ensures we deliver high-quality content for Cambridge International professional development workshops. The professional development that we offer to Cambridge International schools/school leaders and teachers is essential for both the retention of existing Cambridge International schools and to attract new ones. As an organisation, we provide comprehensive support to help teachers to deliver our programmes and qualifications successfully in the classroom. This role has a direct impact on ensuring we do this through developing our training content so that it is fit for purpose.

The ability of the Professional Development Content team to meet the current global demand for face-to-face and virtual professional development workshops would be severely impaired if this role did not exist. The quality would also be hugely impacted which could then result in a drop in our currently high satisfaction rates from customers and damage to our reputation.

## Decisions and Recommendations

The post-holder:

- decides which consultants to commission for writing and reviewing work and can make decisions around the direction the workshop is taking.
- decides upon the brief, the timeline and the key content needed for the development of a new workshop.
- decides when face-to-face and virtual workshop materials can be signed off, communicating with the relevant team members during the sign off process to ensure the materials are fit for purpose.
- decides when to link the content within our workshops to other products and services offered by Cambridge.
- decides what feedback should be actioned immediately and what feedback could be used to inform future redevelopments of our products. The post-holder also decides if additional feedback should be gathered to make better decisions to meet customer needs.
- can make recommendations for which workshops need to be reviewed, refreshed or re-written.
- can make recommendations for what fee we pay consultants for certain projects.

## Essential knowledge

- Knowledge of pedagogy
- Knowledge of training principles – both face-to-face and virtual
- Knowledge of MS Office and online teaching tools

## Essential skill(s) & experience

- Teaching experience
- Experience of delivering professional development
- Teaching qualification
- Experience of developing materials for professional development or teacher support
- Critically evaluate pedagogical research

## Key competencies (organisational values)

- Empowerment – able to advise on the best course of action and feeling enabled to make decisions when content is not fit-for-purpose
- Innovation – able to consider and trial new content and modes of delivery
- Collaboration – able to work closely with both internal and external stakeholders
- Responsibility – able to work independently and take responsibility for projects within the Content team

## Key competencies (functional)

- Excellent communication skills - able to engage with key stakeholders at all levels
- Collaboration and teamwork
- IT skills (including online training software (Zoom, Teams, Miro, Moodle)
- Able to prioritise
- Able to work independently
- Project management
- Research skills
- Budgeting

## Key competencies (leadership)

- Achieving – being responsive, decisive and accountable to further our mission
- Inspiring – role models optimism, motivation, authenticity
- Inclusive – curious, open minded, and ready to learn from others
- Trusted & trusting – enables individuals, teams and organisations to collaborate with integrity
- Confidence with humility – has confidence in her/his abilities, with the willingness to learn and adapt