



Job Description

Job Title:	Learning and Development Officer
Location:	Hybrid - remote working and London (183 Eversholt Street, London NW1 1BU) Core office days - 2-3 days a week
Hours of work:	37
Reports to:	Head of Teacher and Leadership Development

Purpose of the Role:

Providing high level administrative support for teacher and leader development programmes. You will support the Head of Teacher and Leadership Development to have the greatest impact on standards of education in our schools. Taking responsibility for key operational tasks, you will contribute to the wider work of the team enabling us to offer high quality programmes and development opportunities across our network.

Responsibilities:

1. To lead the coordination of AET's teacher and leadership development programmes.
1. Effective liaison with external providers, ensuring smooth operations and highly effective organisation and communication.
2. Ensuring effective measurement of the talent experience on the programmes we offer.
3. Manage systems to measure and track outcomes, allowing evaluation of return on investment.
4. To provide admin support to the Head of Teacher and Leadership Development, including the preparation of resources, organisation of meetings, collation of delegate documentation, collation and checking of assessment records and other delegate information as required.
5. To work with the talent team to coordinate and maintain talent management systems.
6. To ensure recording of delegate attendance at teacher and leadership development programmes in line with the annual programme.
7. To fully support attendance arrangements through communicating with delegates.
8. To support all communications to delegates, schools and partners including the collation, proofreading and distribution of newsletters and updates.
9. Work with the Head of Teacher and Leadership Development and Finance team to develop the annual training budgets.
10. Liaise with finance team regarding:
 - i. monitoring of budgets
 - ii. checking payments and funding
 - iii. ensuring invoices are paid
 - iv. monitoring payments and income
11. Support programme leads in the administration of monitoring and evaluation cycles.
12. Provide key metrics and collate reports including recruitment, completion and progression rates.
13. Maintain learning management system (LMS) as required, including the support and maintenance of dashboards on key metrics.





Our values:

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Chief Executive.
5. There may be occasions when it will be necessary to cover other Administrative roles within AET or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.





Person Specification

Job Title: Learning and Development Officer

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSEs in English and Maths at grade C/4 or above 	<ul style="list-style-type: none"> Administration qualification Level 2 or above
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Previous experience of working within a training provision or education institution 	<ul style="list-style-type: none"> Knowledge or experience of Google Suite
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Excellent organisation skills Ability to work in a team and build effective professional relationships Effective time management Effective communication skills (verbal and written) Secure ICT skills Ability to resolve problems High level of attention to detail Professional manner 	<ul style="list-style-type: none"> N/A
Personal Characteristics	Values	<ul style="list-style-type: none"> Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> Be unusually brave Discover what's possible Push the limits Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> Successful candidate will be subject to an 	



		<p>enhanced Disclosure and Barring Service Check</p> <ul style="list-style-type: none">● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	
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