



Job Description

Service Manager – Workforce Development

JOB DETAILS

Job Title:	Service Manager – Workforce development
Grade/Salary:	Leadership Scale L10 to L14
Work pattern:	5 days (term time only)
Department:	Eden Academy Trust
Reports to:	Director of Educational Services and Schools

JOB PURPOSE

To develop the skills and knowledge of our workforce as our primary resource. This will be achieved by liaising with Directors, Heads and professional development coordinators across all schools and creating high-quality development pathways including opportunities to engage in professional networks, coaching and research. These will be relevant and accessible to all employees across the MAT to develop their professional practice in their current role and support them in the next stage of their career - whether this be a progression up the career ladder or by developing specialist staff roles.

This postholder will be central to the Trust ambition of becoming an employer of choice and putting our people first. Their work will also link to the ambition of the DFE set out in their January 2019 *“Recruitment and Retention Strategy”*.

The post holder will lead a team of professional development co-ordinators who will have delegated responsibilities for developing the efficiency and effectiveness of the service as well as work closely with the Teacher Development Lead

PRINCIPLE RESPONSIBILITIES AND DUTIES

The service manager will create a **Trust wide workforce development strategy** and will specifically:

- regularly analyse the needs of staff members across the trust related to professional development and growth
- work with internal and external stakeholders to design, deliver and quality assure high-quality professional development pathways and programmes in line with this analysis which results in improved knowledge and skills for all groups of staff
- support a sustained 'culture of purposeful professional learning' in every aspect of the Trusts work and for all groups of staff including the use of self-led learning
- develop a clearly articulated approach to identifying effective practice - creating an ethos where research and evidence-based innovation thrives and ensuring that staff members have opportunities to learn and benefit from this practice through observation, online communities and professional development networks
- oversee the Trust induction programme ensuring it is consistently high-quality across all levels (i.e. Trust, school, role, mandatory)
- oversee, in liaison with the Teacher Development Lead, the design and delivery of the Trust ECT induction programme, ensuring ECTs get a consistently high-quality induction offer.
- ensure school and Trust leaders are aware of, and informed about, the latest evidence base practice and integrate this into the professional development pathways
- provide an annual report on workforce development activity and its impact in liaison with the Trust's HR professional
- act, in liaison with the Teacher Development Lead, as a link to external institutions (NlOT, SCITT etc) as appropriate in order to maintain knowledge of the sector and identify opportunities both to deliver and take up training opportunities.
- be responsible for the development of 'MyPath' (part of the EAT intranet) as a supportive tool for the delivery of professional development pathway
- ensure the accurate collection, reporting and analysis of service activity data on 'MyPath' and use this to strategically plan, evaluate and implement the resources of the PDSS Service.
- initiate and contribute to strategic working groups across the Academy to ensure the development and improvement of service deliver
- construct reports when requested for the MAT Executive and the Directors
- play a role in talent spotting across the Academy and identify skills gaps where appropriate.

Person Specification	
Qualifications and experience	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Degree level qualification ▪ Teaching experience preferably within a specialist setting or with significant knowledge of pupils with SEND) ▪ Strong knowledge of regional and national system leadership structures such as Teaching Schools, Teaching Training and Research Networks. ▪ Experience of working with senior managers in schools ▪ Experience of supporting successful school improvement ▪ Experience of writing and presenting policy and strategy and recommending appropriate future action ▪ Experience of having supervised and managed staff ▪ Evidence of collaborative working and joint planning across multidisciplinary /multi-agency boundaries ▪ Experience of representing the profession in public and professional arena ▪ Clear understanding of Child Protection responsibilities and procedures within schools 	<ul style="list-style-type: none"> ▪ Successful leadership experience in schools or education management organisations e.g. DfE, LA. ▪ Experience in organisational resource and financial management. ▪ Successful experience of peer to peer support. ▪ Experience of effective partnership working and of developing good working relationships with all stakeholders. ▪ Experience in the analysis and evaluation of performance data. ▪ Evidence of collaborative leadership skills. ▪ Knowledge of the schools' Ofsted Inspection criteria and processes.
Skills and knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Ability to quickly build relationships with a wide range of internal and external stakeholders. ▪ Ability to operate strategically to draw on national and regional initiatives and apply them to a special school MAT offer. ▪ Proven ability to develop, communicate and successfully implement strategies. ▪ Ability to challenge effectively. ▪ Ability to quickly adapt to change. ▪ Proven ability to generate and deliver collective vision and shared purpose. ▪ Demonstrable commitment to ongoing development and the learning of new skills where required by the role. ▪ Ability to manage conflict situations and achieve a positive outcome. ▪ The ability to discuss the effective professional development process in the management of staff recruitment and retention 	<ul style="list-style-type: none"> • Advocacy, facilitation and negotiation skills. • Excellent interpersonal skills with personal credibility to challenge and influence at Senior Level in Schools.

<ul style="list-style-type: none">▪ Excellent communication skills both verbal and written when interacting with members of the team, other professionals and clients▪ Excellent attention to detail and ability to work to the required standards of accuracy and presentation▪ Commitment to research▪ Evidence of initiative▪ Good organisational skills▪ Excellent time management▪ Effective organisational skills.▪ The ability to demonstrate highly developed negotiation skills▪ The ability to prioritise and manage complex work responsibilities▪ Up to date knowledge of the latest sources of evidence-based research to inform professional development	
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