

The Auriga Academy Trust

Trust CPD/ Outreach Manager Description

Pay Scale: (MPR/ UPR), teaching degree not essential

CONTRACT: 2 Year Contract

ACCOUNTABLE TO: Executive Headteacher, CEO

EFFECTIVE DATE OF JOB DESCRIPTION: 1st September 2019

Candidate must

- Be proactive in establishing and delivering both school specific training and the OUTREACH programme
- be proficient in Office Applications
- have experience in delivering training

Objective

- To develop a comprehensive Induction and CPD Program across the Trust and roll-out a best practice OUTREACH program.

The Auriga Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List

Continuing Professional Development (CPD)

- Devise the Trust training strategy, oversee its implementation and assess its outcomes by identifying impact; anticipating and assessing future and current training needs by liaising with SLT at each school. Training needs of all groups and individuals should be considered in the creation and implementation of an annual professional development plan.
- Update the Trust wide provision map annually, identifying and coordinating cross school CPD to maximise networking, synergy and cost efficiency opportunities.
- Identify and understand specialist strategies currently adopted by schools with the view to
 - Creating a database of knowledge that can be utilised across the Trust.
 - Identifying gaps or areas of development in the immediate and long term.
 - Sign posting new or alternative strategies available to support schools.
 - Working with teachers and support staff to ensure that they have the relevant training when dealing with a new cohort of pupils with specific needs.
- Develop training checklists by role ensuring all statutory training needs, including safeguarding, are met. Focusing on the 'whole' staff member training by arranging the delivery of all aspects of training within the school for instance, liaising with the site manager to arrange the delivery of hoist training for a support staff position.
- Address the training support requirements following the appointment and appraisal processes of all staff, identifying and addressing any gaps.
- Manage the delivery of training and development programmes, where necessary by:
 - Designing and expanding training and development programmes based on the needs of the Trust and adapting to changes occurring in the work environment.
 - Produce training materials for in-house courses
 - Have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages
- Consider the costs of planned programmes and keep within budgets by assessing the return on investment of any training or development program.
- Manage the CPD training budget.
- Administer the implementation of courses by working with the Trust admin Coordinator by providing logistical support, course development, delivery, evaluation, process measurements, and cost

management.

- Ensure the provision meets the highest standards via quality control processes including meeting relevant Quality Standards

OUTREACH

- Devising and maintain an AURIGA 'One Stop SEND Training Shop' information and booking service for schools.
- Market and create sustainable interest in education services provided by The Auriga Academy Trust, canvassing need across schools and identifying and developing potential training opportunities.
- Create an annual schedule of training courses, including but not limited to:
 - Team Teach
 - Moving & Handling
 - First Aid

recognising different levels of qualification, and ensuring delegates are schedules to return for refresher or gain next level in qualification.

- Organise training events creative workshops and special events, including large scale school training events and public events.
- Develop and join networks that facilitate the development of knowledge and skills within the area of SEND including experienced and knowledgeable trainers, researchers and practitioners.
- Acquire, devise and develop relevant education resources.
- Manage the OUTREACH budget and expected margins, with the aim of creating a cost neutral position.
- Work with the School Based Family Workers to devise an annual education programme for parents that aims to teach parents how to support pupils needs both in and outside of the school environment.
- With the support of the Trust Administrator oversee and manage all admin related to the booking, payment and resourcing of all courses.

Person Specification

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application **I** Interview **R** References

	Criteria	Source	Essential (E) or Desirable (D)
Education and Qualifications			
1.	Level 2 Numeracy and Literacy skills	A	E
2.	Qualified Teacher Status	A	D
3.	Experience of leading, developing and enhancing staff practice	A	E
Experience			
4.	Experience within a managerial or development role	A, I, R	E
5.	Experience in developing and delivering training	A, I, R	E
6.	Experience in training needs analysis	A, I, R	D
Skills/Abilities/Knowledge			
7.	Good organisational and personal management skills	A, I, R	E
8.	Ability to motivate individuals	A, I, R	E
9.	Ability to work independently and use own initiative	A, I, R	E
10.	Good ICT Skills and experience with online learning software	A, I, R	E
11.	Exceptional communication and presentation skills	A, I, R	E
12.	Commitment to own personal development and learning	A, I, R	E
Personal Qualities			
13.	Work in ways that promote equality of opportunity, participation and diversity	A, I, R	E
Additional Contractual Obligations			
14.	Commitment to promoting the wellbeing and inclusion of pupils with learning difficulties	A, I, R	E