



# ALL

## Alliance of Leading Learning

### **Professional Learning Co-ordinator Recruitment Pack**

September 2023



[leadinglearning.co.uk](https://www.leadinglearning.co.uk) |



SY11 2AR |



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Alliance of Leading Learning

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We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

The Alliance of Leading Learning have supported 306 participants who graduated with an NPQ this year and have 327 participants on the current cohort across the West Midlands and beyond. This year we have 10 international participants on our NPQH and NPQEL programmes.

You can see what we do on our [website](#) and check out our [video](#)

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



**We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.**

(Cavelle Priestley-Bird  
Executive Director of ALL)

# Job description

## Alliance of Leading Learning

Post title: Professional Learning  
Co-ordinator

Grade: Grade 7 scp 12-17  
£24,496 - £26,845 (pro rata)

Hours of work: 9am - 4pm  
Monday to Thursday 9am-  
3:30pm on Friday

Term time only plus 2 - 46  
working weeks.  
37 hours per week

Post status: Fixed Term Contract  
(in the first instance).

### We offer:

- A supportive environment with an experienced team where you will be invested in and valued.
- A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust.
- A varied day with different experiences and challenges.
- Access to Local Government Pension Defined Benefit Scheme to which we contribute 17.2% of your salary.
- Trust wellbeing package.
- Corporate membership deduction at local leisure centre.



### Purpose:

To coordinate the administration of the National Professional Qualifications to ensure high quality professional development opportunities for leaders in education.

This post is a key role in The Alliance of Leading Learning. The post holder works closely with the Professional Learning Business Manager, the Executive Director, the NPQ licence, external providers and our network of clusters and facilitators to be responsible for the provision of high-level administration and support for the National Professional Qualifications (NPQ).

Any questions in regard to the role can be raised with the Cavelle Priestley-Bird ahead of the closing date via:

[cavelle.priestleybird@leadinglearning.co.uk](mailto:cavelle.priestleybird@leadinglearning.co.uk)

We talent  
spot

**Responsible to:**

Professional Learning Business Manager

**Main activities to the particular duties:**

- Maintain a customer-centred outlook at all times by demonstrating professionalism and excellent customer service in dealing with all customers, including external partners and agencies as appropriate.
- develop effective working relationships with schools, NPQ participants, the DfE licence, the TShub and other external colleagues.
- contribute to the planning, development and organisation of NPQs.
- support the development of effective and efficient systems and administrative procedures to meet the needs of the programmes
- manage the participant platform to ensure participants are supported and the facilitation teams.
- monitor participant progress, identifying issues and supporting clusters to report issues to LLSE in a timely way.
- ensure participants receive clear communications regarding delivery, resources, and assessment requirements.
- ensure website content regarding key information for participants is always up to date.
- oversee the delivery of NPQ Programmes to International Participants - providing all the information and support they need to complete a remote programme. Developing marketing to the international audience and interest in more bespoke leadership training
- support the work of the STEP teaching school hub through attending meetings and provide reports on NPQ participants.
- support the achievement and monitoring of recruitment targets, ensuring that the data recorded for participant registrations is accurate, complete and chased where necessary
- coordinate stakeholders' communications in line with programme cycle chronology
- input, analyse and evaluate data/information produce reports/information/data as require

- administrate a robust tracking system for participants engagement and attendance on all NPQ programmes
- provide administrative and organisational support to the Teaching School hub
- support the facilitation of programme delivery ensuring facilities, rooms bookings and printed branded materials are available for participants.

**Developing self and leading others:**

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- contribute to effective staff induction and professional development
- manage own workload, providing support where necessary and delegating where appropriate
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

**In addition to the above all Marches Academy Trust staff are required to:**

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

**Objectives:**

- To be agreed with the successful post-holder once appointed.

# Person specification

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| Attributes               | Essential   | Desirable  |
|--------------------------|---|--|
| Qualifications           | <ul style="list-style-type: none"><li>• Good standard level of education</li><li>• 5 GCSE's or equivalent, including English and Maths</li></ul>  | <ul style="list-style-type: none"><li>• NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification.</li></ul> |
| Experience and knowledge | <ul style="list-style-type: none"><li>• 2 – 3 years' experience of clerical/administrative work</li><li>• Ability to take notes</li><li>• Understanding and proven experience of using computer applications including database, Word and Excel for administration services</li></ul>   | <ul style="list-style-type: none"><li>• Experience of working in Education sector</li></ul>  |
| Abilities and skills     | <ul style="list-style-type: none"><li>• Excellent listening, oral and literacy skills</li><li>• Able to work on own initiative and problem solve</li><li>• Demonstrate excellent customer service skills</li><li>• Excellent forward planning and organisational skills with the ability to organise time and work to deadlines</li><li>• Possess effective interpersonal skills to work both independently and part of a team</li><li>• Excellent attention to detail</li><li>• Ability to maintain confidentiality</li><li>• Effective communication skills both oral and written</li><li>• Willingness to undertake staff training and development</li><li>• Willingness to participate in the Performance Review and Development Scheme</li></ul> |  |

# Meet our team

We commit to protect your wellbeing and supporting your worklife balance



**Cavelle Priestley-Bird**

Executive Director – Alliance of Leading Learning/People and Development

**What I love about my job:** Nurturing talent, developing change leaders of the future and harnessing the energy and expertise of our school colleagues to drive school improvement.



**Helen Lloyd**

Lead Professional Learning and Conferences Coordinator

**What I love about my job:** Every day is different, always busy, but interesting and varied and the colleagues I work with are fun, friendly and supportive.



**Gemma Hargreaves**

Professional Learning Business Manager

**What I love about my job:** Supporting our delivery clusters to bring our programmes to participants and seeing them progress in their professions.



**Kate Aspinnall**

ITT Business Development Manager

**What I love about my job:** Securing the best learning provision and providing opportunities for people wanting to join teaching as a profession.

# Who we are

It is our mission as a Trust to empower everyone in our school and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Achievement through caring' is our core belief at the Marches Academy Trust and it is central to all that we do. We are forward-thinking, innovative and strive to ensure that our young people and our staff make the very most of their learning adventure and are equipped with the skills required to prosper.

The Alliance of Leading Learning has a vision to embrace the school led system to provide gold standard professional learning for all those new to teaching, for schools requiring support and for the exemplary educational leaders of the future - ensuing life changing impact on children and young people.

The Alliance of Leading Learning is the professional learning arm of the Marches Academy Trust, a growing multi-academy trust in Shropshire.

The Alliance of Leading Learning supports this high achieving Trust through its imaginative and creative approach to teaching and learning and we are supporting the intent to secure continued, sustained improvement for all of our schools.

## Interested? Here's how to apply:

- [Complete the online application](#)

Closing date for applications: **Friday 29th September**

Interviews will be held on: **Monday 2nd October**

We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff to embrace this. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks.

The successful applicant will be subject to an enhanced DBS check.



We grow you as  
an individual

# Welcome from the CEO

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This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We hope you find this information useful and we look forward to receiving your application.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are , innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of our Teaching School, the Alliance of Leading Learning. We provide a wide range of professional development opportunities internally and externally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

*Sarah Finch*

**CEO**

**The Marches Academy Trust**





# Our Trust vision statement and values

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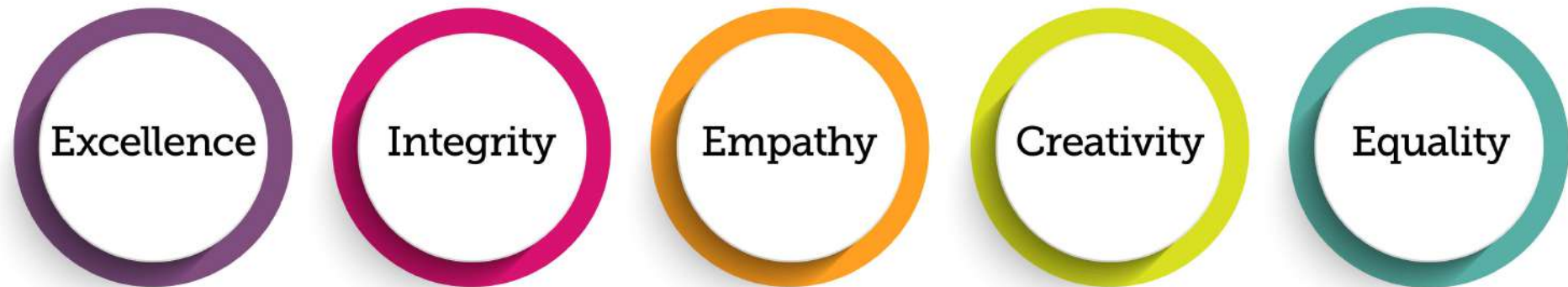
## Our vision:

Achievement through caring

## Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

## Values:



# Our investment in you

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## **Talent Spotting our Future Leaders**

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## **Talent Contract**

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



**We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage,**

# Our investment in you

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We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- **Emotional** - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- **Physical** - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- **Financial** - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- **Social** - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

## Wellbeing Offer:

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



### **Bits you need to know:**

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”





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