1. **Our Lady of Lourdes Catholic Multi Academy Trust**
2. **Job Description**
3. **CPD Support Staff Leader (1 post)**
4. **This is a temporary role, and it is set to a timeline of 1 year.**
5. ***Reporting to:*** Director of Performance and Standards

***Grade/Salary***: Honorarium equivalent to £3000 per year

***Hours of work:*** The appointee will undertake this work for the equivalent of half a day a week, one day every two weeks.

**Core Purpose:**

* To plan and deliver on a full CPD package for support staff across the Our Lady of Lourdes Catholic Multi-Academy Trust. Ensuring that all staff can access professional development.
* To align the CPD offer from the CPD hub with Trust Key Performance Indicators.
* To align CPD with professional development targets in the performance management for support staff.
* To co-ordinate the provision of CPD for support staff by engaging the very best trainers, educational experts, consultants, and speakers.
* To support the Trust in developing a full programme to support succession planning for support staff in the Trust.

**Specific areas of methodology:**

* To work closely with support staff managers/ office managers to gather an understanding of the required CPD.
* To create a calendared programme of CPD across the Trust for all support staff.
* To develop and lead a support staff Steering group for CPD, ensuring that there is Trust wide strategy to CPD for support staff.
* To work with the other CPD Leads on the Trust Inset day provision for support staff so that there is a day of high-quality professional training for all staff.
* To research, engage and support facilitators for support staff CPD across the Trust.
* To support the development of online training and a clear package tailored to individual support staff roles.
* To develop programmes of support for new support staff appointments within the Trust and ensure there is a high-quality programme of induction for all new support staff.
* To work with headteachers on linking performance management with CPD requirements for support staff.
* Work collaboratively with HR staff to identify and satisfy development requirements which emerge from their activities.

**Success Criteria:**

* A full CPD programme in place for all support staff across the Trust including the central team.
* A high % uptake to CPD from all support staff within the Trust and wider when this is applicable.
* Evidence of CPD impacting on helping the Trust meet key performance indicators with professional development.
* Evidence of high-quality feedback from all CPD sessions, at least 90% of participants agree that it will impact on their practice.
* A raised profile of CPD across the Trust and the impact measured in raised standards in working practices and staff retainment.

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the level of remuneration offered.*

**Our Lady of Lourdes Catholic Multi Academy Trust**

1. **Person Specification**
2. **CPD Support Staff Leader (1 post)**

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| **A Training** | **Essential** | **Desirable** |
| Experience in leading or developing CPD |  | **Y** |
| Evidence of commitment to continuing professional and personal development of self and others | **Y** |  |
| Evidence of participating in leadership training |  | **Y** |
| Recognised CPD accreditation |  | **Y** |
| Evidence of preparing training |  | **Y** |
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| **B Experience** | **Essential** | **Desirable** |
| Experience in leadership |  | **Y** |
| Experience in researching and developing a CPD programme |  | **Y** |
| Experience of facilitating learning, training, presenting, or teaching effectively | **Y** |  |
| Experience of planning and implementing a CPD strategy/ provision across an Academy/ Trust |  | **Y** |
| Delivered on a strategy and can communicate its impact | **Y** |  |
| Experience of supporting staff and developing others through whole staff training |  | **Y** |

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| **C Professional Knowledge and Skills** | **Essential** | **Desirable** |
| Knowledge and understanding of continued professional development | **Y** |  |
| Skilled in gathering information and identification of professional development | **Y** |  |
| Knowledge of evidenced based research to provide high quality CPD |  | **Y** |
| Inspirational leader who is able to motivate others by example | **Y** |  |
| Clear vision and is able to deliver on a strategy | **Y** |  |
| Commitment to continuous school and Trust improvement | **Y** |  |
|  |  |  |
| **D Personal Attributes** | **Essential** | **Desirable** |
| Highly developed communication, liaison and networking skills | **Y** |  |
| Resilience and ability to deal with challenging training situations | **Y** |  |
| Able to adapt to changing circumstances and new ideas | **Y** |  |
| Attention to detail | **Y** |  |