



**INTERIM PROFESSIONAL DEVELOPMENT LEAD
JOB DESCRIPTION & PERSON SPECIFICATION**

JOB DESCRIPTION

Reports to:	Chief Executive (CE)
Responsibility for:	CPD Officer, ECF Administrator
Hours of Work:	An average of 6 hours per week
Salary:	£75 per hour

Main responsibilities of the role:

- The Professional Development Lead (PDL) will have overall responsibility for the efficient design, implementation and delivery of high-quality professional learning and development opportunities provided by REP.
- The PDL will have overall responsibility for the line management and be responsible for overseeing the work and support provided by the CPD Officer.
- The PDL will provide support and work closely with the CE to ensure that the professional learning opportunities of REP coordinate with each other and the REP Board.
- The PDL will be an active member of the REP Board attending all meetings.

Key Duties and Activities of the Role:

Strategic:

- To develop a comprehensive annual overview of high-quality professional learning opportunities, measuring the quality of implementation and outcomes.
- To develop and enhance partnership working linked to professional learning (e.g., Initial Teacher Training, Early Career Framework, National Professional Qualifications and Equality, Diversity and Inclusion) acting as the link person with providers, trainers or speakers as appropriate for activities, such as Peer Reviews, webinars etc.
- To work with the Operations Lead and Digital Lead to ensure professional learning opportunities are widely advertised.
- To liaise with the Administrator to book venues, book speakers and set up online facilitation for meetings as required.
- To communicate regularly with the CPD officer and ECF Administrator to ensure they are meeting the needs of the REP Board and the requirements of the job description.
- To oversee the School Partnership Groups (SPG), ensuring high quality communication, clear action planning and sharing of best/innovative practice.
- To oversee the quality of delivery of the Subject Leaders' Networks.
- To coordinate the REP annual conference.
- To hold the top line on outcomes from Peer Reviews or School Development Reviews and share concerns with CE immediately.
- To create opportunities for working parties within REP to lead on aspects of professional learning and have oversight of their work.

- To oversee the induction and monitoring of support for new headteachers.
- To liaise with the SEND professional development lead to ensure an oversight of all CPD.

Meetings:

- To prepare paperwork for CPD forum and liaise with administrator for circulation.
- To Chair the CPD forum (half termly), ensuring representation from all SPGs.
- To attend all REP Board meetings (half termly).
- To prepare and present reports to REP Board meetings.
- To attend the REP Annual Conference (2 days).
- To attend REP Board Away Days (annual).
- To attend REP Members Woolston Manor meetings (termly).
- To attend other REP meetings as required from time to time and take notes if needed (e.g., meetings with the LA directors).

If deemed necessary, for additional meeting attendance that sits outside the responsibility of the role, these will be agreed by the REP Board in advance.

Compliance:

- To adhere to all REP policies.

Staff Management:

- To carry out, with other board members, the performance management of the CPD Officer.
- To cooperate with the performance management arrangements for this position.
- To line manage as appropriate any other individuals engaged by the REP Board in the future that will report to this position.

PERSON SPECIFICATION

Experience	• At least two years' experience of senior management position held in a school or education setting • Experience of designing, implementing and evaluating professional learning
Qualifications/ Training	• Degree or equivalent qualification, or equivalent experience in relevant discipline • Very good numeracy/literacy skills; at least to GCSE equivalent Grade A-C • QTS or academic qualification relevant to the role
Knowledge/Skills	• Able to appreciate and respect the roles of others within REP and understanding and supportive of the ethos and aims of REP • A good understanding of schools and the demands facing schools • Ability to manage others effectively, working as part of a team with others and working independently when required • Excellent verbal and written communication skills • An understanding of budgets and financial information such as estimates, projections etc. • Excellent organisation skills and able to manage conflicting priorities as they arise • To be flexible to adapt to the changing requirements of REP as it develops • Able to work to deadlines • A very good understanding of the need for confidentiality and the ability to keep information confidential • Ability to relate well to Headteachers, LA Officers, guest speakers and other professionals engaged in work with REP
Personal Qualities/approach to the role	• Ability to self-evaluate learning needs and actively participate in development opportunities as identified through regular and annual performance management by the Chair • Appreciation of the need for a strategic overview of REP • Flexible and collaborative attitude to working with REP • Ability to motivate, negotiate and influence others • An enthusiasm for the post and working with REP • Able to relate well to Headteachers, LA Officers, guest speakers and other professionals engaged in work with REP • An understanding of and commitment to equal opportunities and to respecting the diversity of individuals • Flexibility and able to prioritise tasks and work demands to meet deadlines • The ability to maintain confidentiality at all times