



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b><u>JOB TITLE:</u></b>	Head of Learning and Professional Development
<b><u>RESPONSIBLE TO:</u></b>	Chief Executive
<b><u>JOB LOCATION:</u></b>	AGBIS Head Office (Welwyn, Hertfordshire) or based from home
<b><u>SALARY RANGE:</u></b>	£55k to £65k (dependent on qualifications and experience)
<b><u>HOURS:</u></b>	Full time (35 hours per week)
<b><u>BENEFITS:</u></b>	30 days annual leave and access to pension scheme with AGBIS employer contribution of 10% of salary

This is a critical role within the Association, designing and delivering the training and professional development portfolio. The post holder will support the Chief Executive in these key areas and contribute to strategic development of the Association.

To be successful in this role you will need to be self-motivated and have excellent communication skills, with the ability to deliver confident and informed presentations and engage effectively in a diverse range of formal and informal writing and speaking duties.

### **Application process:**

Completed applications are to be submitted by email to Rachel Cooke, Director of Operations at: [ops@agbis.org.uk](mailto:ops@agbis.org.uk) consisting of:

1. A covering letter/supporting statement (maximum of 1000 words) outlining how you meet the eight core skills and competence listed in the person specification, with examples relating to your proven experience.
2. An up-to-date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

**Closing date:** Friday 21<sup>st</sup> June 2024

**Interview date:** w/c 1<sup>st</sup> July (to be held in Welwyn, Hertfordshire)

## **ROLES AND RESPONSIBILITIES:**

### **1. STRATEGIC DEVELOPMENT**

- Advise and report to the AGBIS Training and Membership Committee on the training and professional development programme, contributing to the strategic development of the Association.
- Develop a range of resources to support AGBIS's training and professional development programme.

### **2. TRAINING**

- Design, implement and deliver the annual seminar and webinar programme and the AGBIS Annual Conference, arranging content to take account of feedback and current issues. Work with other organisations to deliver joint events. Direct and work together with the Training and Events Officer in relation to venues and the booking process.
- Increase membership engagement across the regions, using technology to support remote training and development opportunities to member schools. Direct and work with the AGBIS staff to ensure events are promoted effectively.
- Provide and develop new training materials for:
  - The e-Learning courses for new and existing governors.
  - The on-site training programme.
  - The website.
  - The seminar and webinar programme.
  - Other media.
- Speak/ present as required at seminars and webinars, regional meetings, governing bodies' training sessions and strategy days.
- Liaise with key professional development officers (PDOs) and membership officers of other ISC associations and attend relevant meetings as appropriate.

### **3. COMMUNICATIONS AND CONSULTANCY**

- Liaise with the Membership Engagement and Communications Officer and the Training and Events Officer, as appropriate, on the development of the website and in particular the members' area, the e-Learning package and in improving communication with governors of member schools.
- Promote and participate in Reviews of Governance of member schools.
- Arrange, promote and participate in members' consultancy services as needed e.g. facilitation of a governing body away day.
- Research and draft items for the e-Newsletter and the website.
- Support the Chief Executive in resolving governance issues in Member schools.

### **4. GENERAL**

- Keep abreast of current governance issues and concerns.
- Take part in such staff training as may be agreed.
- Attend meetings as required within or on behalf of AGBIS.
- Undertake such other appropriate duties as may from time to time be required.

## PERSON SPECIFICATION

<b>Knowledge and experience</b>	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"><li>• Educated to minimum of degree level</li><li>• Hold a professional qualification and/or have appropriate experience in delivering and developing training/education</li><li>• Management experience in a UK or international school setting or within a commercial organisation connected to children and young people and the education sector</li><li>• Have a detailed understanding of school governance or governance within a commercial organisation</li><li>• Resilience and sense of humour!</li></ul>	<ul style="list-style-type: none"><li>• To have experience working as a Bursar/Clerk to the Governors (or similar role) within an independent school</li><li>• Have a detailed understanding of how schools work and of the UK independent schools' sector.</li><li>• Experience working within a membership organisation or the wider third/voluntary/charitable sector</li></ul>
<b>Core skills and competence - Essential</b>	
<ol style="list-style-type: none"><li>1. Excellent communication skills, with the ability to deliver confident and informed presentations and engage effectively in a diverse range of formal and informal writing and speaking duties.</li><li>2. Excellent written skills, ability to write clear and concise reports for the CEO and trustees</li><li>3. Effective influencing skills with colleagues at all levels and the ability to inspire and motivate others to engage in professional development activities</li><li>4. Excellent organisational skills, together with the ability to work in a busy environment and to meet deadlines</li><li>5. Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people within a small team environment</li><li>6. A strong collaborative and professional approach with the ability quickly to build and maintain strong working relationships</li><li>7. Ability to deal with a demanding workload which will include conflicting demands on time</li><li>8. Good working knowledge of using MS Office to a competent level within an office environment, especially PowerPoint, MS Word, Excel, Outlook.</li></ol>	

## REMUNERATION AND CONDITIONS OF SERVICE

The precise details will be discussed and negotiated with the successful candidate. Depending on the skills and experience of individual candidates a degree of flexibility exists. However, as a guide:

### **Salary and benefits:**

- 35 hours per week (flexible working patterns considered)
- 30 days' annual leave (annual leave year runs from 1st January to 31st December)
- Salary £55k to £65k (dependent on qualifications and experience)
- Access to pension scheme with AGBIS employer contribution of 10% of salary
- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed as needed

## AGBIS SAFER RECRUITMENT PROCEDURE

- Candidates must be willing to undertake Disclosure and Barring Service checks (DBS)