



Alliance of Leading Learning

COORDINATOR OF PROGRAMME SUCCESS AND COMMUNICATIONS RECRUITMENT PACK

12.06.2024





Marches Academy Trust - Our Vision – ‘Achievement Through Caring’

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

The Alliance of Leading Learning is 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 500 ITT students and we have also led the professional learning of over 5,000 educational leaders through delivery of the DfE National Professional Qualifications.

We are proud to be a key lead partner in the Teaching School Hub for Shropshire and Telford. Shropshire and Telford Education Partnership (STEP). Together we combine the local in-depth knowledge and joint expertise across our area to remain at the forefront of developing the “golden thread” of education through our ITT/ECT, school leadership, CPD, ECF and school improvement programmes. 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-Thelwell
Executive Director of People and Development



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Welcome to the Alliance of Leading Learning

Thank you for your interest in joining our team. At the Alliance of Leading Learning, we are proud to be part of a dynamic, school-led system, delivering high-quality professional learning that makes a life-changing difference for children and young people.

We are a supportive, forward-thinking team, passionate about developing others and investing in each other. Based in our dedicated suite of offices and conference rooms, we work in a positive, collaborative environment where ideas are shared, successes are celebrated, and wellbeing is valued.

You'll be part of a happy, driven team, committed to excellence and to each other's growth.

We look forward to welcoming someone who shares our values and ambition.

Cavelle Priestley-Thelwell

Job description



Post title

Coordinator of Programme
Success and
Communications



Salary Guide

£ 27,711 - £ 30,000 Prorated



Term Time only 20 hours + 3
weeks . Negotiable



Post status

Fixed Term Contract 1 year in
the first instance

We offer:

- A varied and exciting role – building relationships with a range of colleagues across our networks.
- An enthusiastic and supportive team.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

**Closing date for applications:
Friday 1st August**

**Interviews will be held during the
week: Monday 4th – Friday 8th
August. This will be arranged in
consultation with successful
candidates.**

The post is located at The Alliance of Leading Learning offices in Oswestry. At times, the post holder may be expected to travel between schools in the MAT and delivery venues.

Why this role above others?

We know The Alliance of Leading Learning is a special place to work. Our staff wellbeing survey tells us we are a happy team, and we enjoy working here because of the positive working relationships.

Our high performing team is a blend of experienced colleagues with different backgrounds and skills, working together to create a cohesive and responsive service to all our stakeholders.

We pride ourselves on developing talent. For those interested in career progression we will ensure you are given the opportunity to develop your skills in a supportive environment with an experienced team where you will be invested in and valued.

Responsible to:

Senior Coordinator – Professional Learning & Business Development

Outline of role:

This post is a core administration role in The Alliance of Leading Learning, and you will be responsible for the provision of high-level administrative support and digital marketing for the professional learning programmes. Full support and guidance will be given for the right candidate.

Main duties:

1. Build a secure knowledge of all the professional learning programmes and associated administrative procedures.
2. Maintain a customer-centred outlook at all times by demonstrating professionalism and excellent customer service in dealing with all participants, including external partners and DfE licences as appropriate. This will include developing effective working relationships with schools and other stakeholders.
3. Contribute to the planning, development and organisation of NPQs and professional learning.
4. Checking the participant registrations, supporting the achievement and monitoring of recruitment targets, ensuring that the data recorded is accurate, complete and any outstanding information is pursued promptly to achieve the recruitment targets and successful enrolment of participants onto programmes.
5. Coordinate the communications sent to stakeholders at set stages in the programme cycle, seeking to improve existing communication processes when applicable.

6. Develop a social media plan and materials that support the promotion of activities of the ALL team in on appropriate platforms (Facebook, LinkedIn, Instagram).

7. Create marketing materials to be used in social media to support the promotion of activities of the ALL team.

8. Develop a working understanding of the website content, taking responsibility for ensuring that the website reflects ALL's current offer and key information for participants is up to date at all times.

9. Assist with the booking of facilities and rooms and ensure the correct procedures are followed.

10. Administrate a robust tracking system for participants engagement and attendance on all NPQ programmes.

11. Build and maintain a good working knowledge of the participant platforms to ensure we can best support participants and the facilitation teams.

12. Ensure participants receive clear communications regarding delivery, resources and assessment requirements.

13. Support the facilitation of programme delivery through ensuring that branded materials are printed and that any other resources are available for participants.

Knowledge and Skills Developed in Role

Achievement Indicators

1. Programme and Sector Knowledge

Demonstrates a secure understanding of NPQ and professional learning programmes, alongside a strong awareness of the education sector.

2. Communication and Stakeholder Engagement

Delivers excellent customer service, builds strong relationships with schools and stakeholders, and coordinates timely, effective communication across channels.

3. Marketing and Promotion

Creates high-quality marketing materials using tools like Canva, and develops effective social media plans and website content to promote ALL's offer.

4. Data Accuracy and Monitoring

Accurately manages participant registration, data monitoring, and follow-up processes, ensuring records are up-to-date and reliable.

5. Digital and IT Proficiency

Demonstrates strong IT skills, including MS Office and online platforms, and uses systems effectively to streamline administrative processes.

6. Teamwork and Professionalism

Works collaboratively with a proactive and flexible attitude, contributing positively to team meetings and shared objectives.



In addition, 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 stakeholders.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Person specification

Criteria	Essential	Desirable
The ability to develop a secure understanding of professional learning programmes and their administration	*	
Awareness of the education sector		*
The ability to develop a secure understanding of participant registration and data monitoring processes	*	
Knowledge of effective communication systems and cycle-based communication planning		*
Create marketing materials to be used in social media and print to support the promotion of NPQs		*
Working understanding of the website content, taking responsibility for ensuring the website reflects ALL's current offer		*
Develop a social media plan and materials that support the promotion of activities of the ALL team		*
The ability to develop an understanding of systems such as Canva to create marketing materials		*
Deliver excellent customer service and build strong relationships with schools and stakeholders	*	
Ability to accurately manage and monitor data and follow up on outstanding information	*	
Confident in coordinating communications and improving processes	*	
Ability to arrange room bookings and ensure correct procedures are followed	*	

Person specification- continued

Ability to check engagement and attendance accurately and promptly	*	
Skilled in preparing branded materials and coordinating event logistics		*
Strong IT skills, including use of MS Office and online platforms	*	
Effective team-working and a proactive approach to administrative meetings and collaboration	*	
Professional, courteous and customer-focused	*	
Flexible, responsive, and adaptable to changing priorities	*	
Committed to continuous improvement and innovation	*	
Interest in professional learning and educational development	*	
Willingness to travel occasionally to school and partner sites	*	
Commitment to equality, diversity and inclusion	*	

Welcome from the CEO



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.

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 the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our Trust Vision Statement and Values



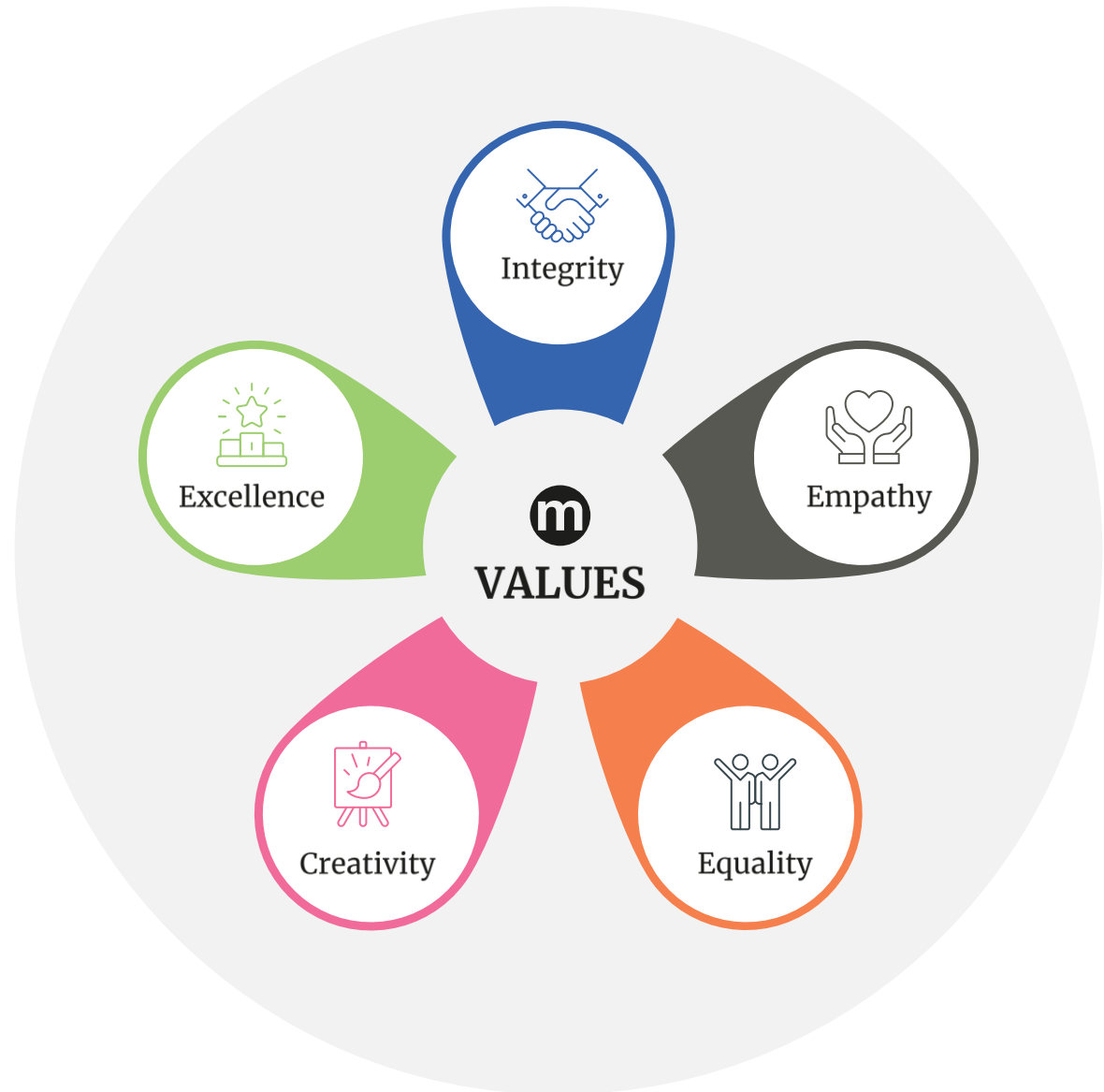
Our Vision

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.



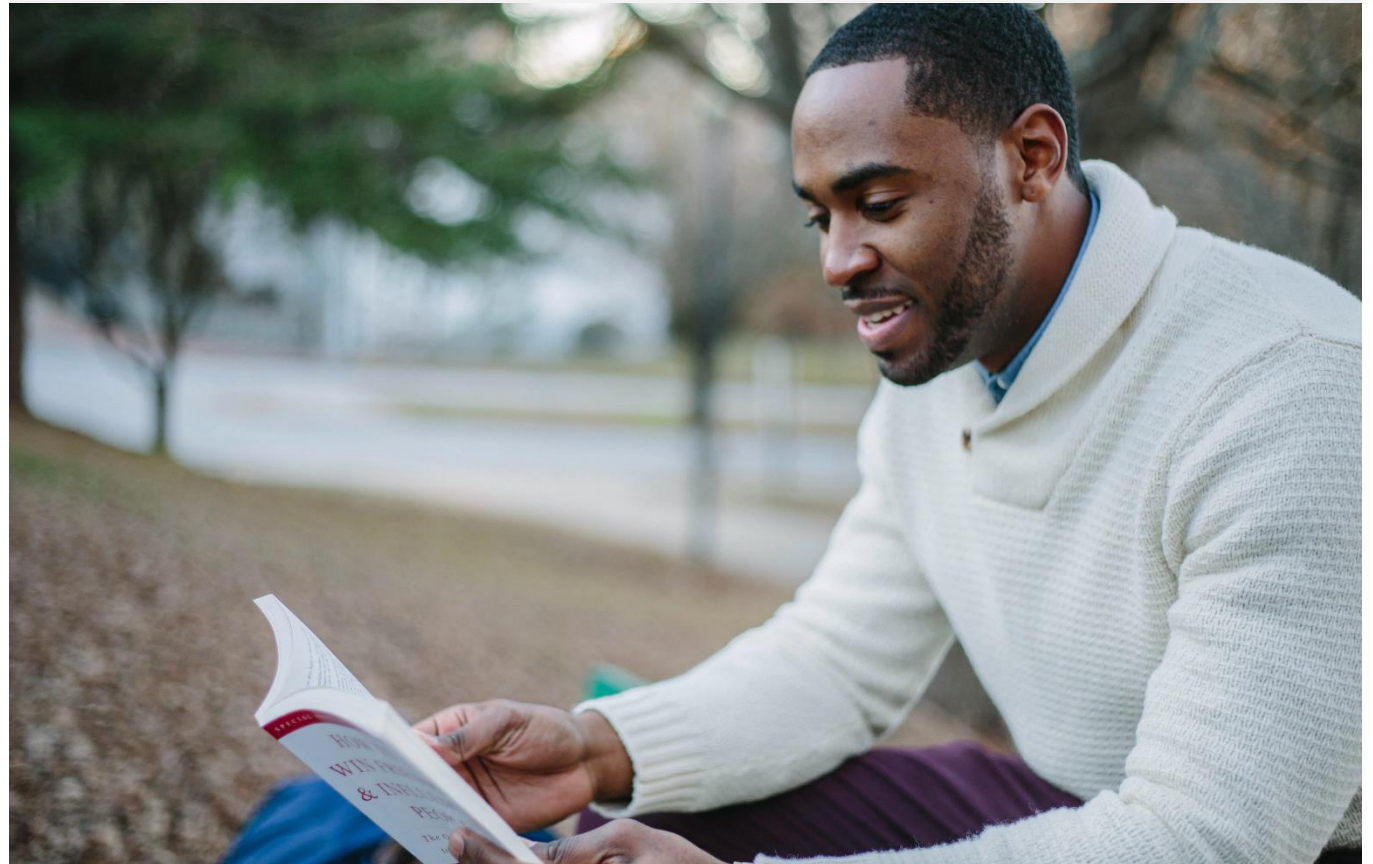
Our investment in you

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.

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

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 utilize 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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