Natspec

The voice of specialist further education

Job Description and Person Specification

Sector Learning and Development Manager

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Sector Learning and Development Manager	
Hours	Full time. Flexible working to be discussed with the successful applicant if desired.
Location	Natspec's office base is Nottingham – flexible office or home based, with ability to travel frequently to locations throughout the UK.
Reports to	Chief Executive
Line management	Responsible for line management of the Assistive Technologist
Contract	Permanent
Salary	Negotiable from £40k, depending on experience

Post Overview

The purpose of this role is to plan a national programme to support staff in Natspec member colleges and specialist staff across the FE sector, so that they can develop and maintain their expertise and improve their practice, contributing to the development of high-quality provision to learners with high needs. The post is central to the promotion of continuous quality improvement of Natspec members and the specialist FE sector as a whole, leading to improved outcomes for learners and the sharing of expertise across the sector.

The postholder will need to keep up to date with relevant policy and funding issues, supporting the Chief Executive and Senior Policy Manager to maintain Natspec's position as the authoritative voice of specialist further education.

The postholder will:

- research the training, support and development needs of staff in the specialist FE sector
- manage and develop a programme to meet these needs including member-only forums and the Natspec Transform and TechAbility services, including the line management of the Assistive Technologist role(s).
- develop an awards programme to celebrate expertise in the sector
- facilitate the sharing of Natspec member expertise across the FE sector

The successful candidate will have experience working within the FE sector, and a passion for and understanding of what constitutes high quality provision for learners with high needs. They should have a good understanding of different types of approaches to effective staff development, and experience of planning and managing high-quality training and development programmes. They will need to be adaptable and flexible, innovative and self-motivated, have strong IT and organisational skills, and comfortable and effective both working alone and as part of a small team.

Key accountabilities

Member support:

- With the support of the office and business manager and the communications, marketing and publicity officer, organise annual or twice-yearly member networks and forums to support staff in member colleges to develop and improve their practice through professional exchange. These include networks and forums for staff responsible for Employment, Care, HR, Finance, Therapies, Learner Voice, Data/ Management information & the ILR.
- Discuss support required with new members and arrange quality visits where required to help new members prepare for first inspection.
- Respond to enquiries and requests relating to staff training or CPD from Natspec members

Natspec Transform:

- Research the training and professional development needs of SEND specialists in the FE sector, in both specialist and mainstream colleges
- Develop and manage the Natspec Transform programme of consultancy, networking, training and events in line with identified CPD, ensuring the offer remains current and of high quality, with priority being given to services for Natspec and Natspec Transform member organisations. Co-ordinate the annual programme of member and non-member workshops, courses, events, forums and webinars
- Consolidate the existing Natspec pool of associates, consultants, trainers and secondees from member colleges. Recruit, develop, manage and brief the team, including individuals from Natspec member colleges, to deliver the programme
- Work with the communications, marketing and publicity officer to promote the Transform membership offer, with the aim of encouraging greater take up of training and more FE colleges becoming Transform members
- Develop a quality assurance system and evaluate the impact of the programme using a variety of methods
- Support the CEO and the conference manager to produce a high-quality programme for the annual conference
- Speak at occasional events on behalf of Natspec.

TechAbility:

- Research the AT training needs of staff in mainstream and specialist colleges, using a variety of methods including analysing the findings from the visits made by the national Assistive Technologists and collating views from the Technology Steering Group and feedback from TechAbility events.
- Line manage the Assistive Technologist on behalf of Natspec
- Work with the TechAbility Centres of Excellence to create and co-ordinate an associate pool of specialist technologists and assistive technologists at each Centre

- Develop a quality assurance system and evaluate the impact of the programme using a variety of methods
- Write an update report for the Technology Steering Group three times per year
- Work with Natspec's communications officer and the national Assistive Technologists to develop a promotion and communication plan for TechAbility

Natspec Awards:

- Develop an annual Natspec Awards scheme in line with agreed plans, recruiting sponsors/judges, setting criteria for each of the categories, and designing the application and judging processes
- Work with Natspec's communications, marketing and publicity officer to promote the Awards to Natspec members and encourage entries
- Manage the application and judging processes
- Work with Natspec's communications, marketing and publicity officer and office and business manager to plan and deliver an Awards ceremony to be integrated into the Annual National Conference dinner
- Work with Awards winners to disseminate good practice identified through the Awards and to identify their potential to contribute to the Natspec Transform and TechAbility service (e.g. through webinars)

Internal and member communications:

- Prepare briefings and contribute to regular newsletters to members and Transform members
- Brief other members of the Natspec team regarding Transform and TechAbility programmes.

Company development:

- Support the chief executive with development of internal business plans, work programming and team away days where appropriate
- Lead on and deliver specific agreed objectives relating to workforce development within the business plan
- Prepare occasional Board papers relating to Natspec Transform and TechAbility, working with the Policy Director for the wider sector
- Contribute to funding bids and tenders to support the programme

External communications and media:

- Work with the Natspec communications, marketing and publicity officer to plan and provide materials and articles which support Natspec's online and media presence.
- Write briefings, reports, articles and blogs on training and development issues relevant to the specialist FE sector.

Person specification		
Area	Required	Desirable
Education and qualifications	• Educated to degree level or equivalent	• Qualified Teacher Status or equivalent • Leadership qualifications
Skills and knowledge	• Knowledge of effective and high-quality CPD, learning and development • Knowledge and understanding of effective training and facilitation techniques • Knowledge of specialist disability education and FE sector organisations • Project management and high-level administrative skills • Knowledge and understanding of effective team working • Excellent interpersonal skills, with the ability to communicate confidently with senior staff and stakeholders, and influence members, non-members and senior officials • Ability to work under pressure, organise and prioritise a varied workload • Outstanding written communication skills together with good IT skills and confident use of Microsoft Office packages • Knowledge and understanding of data protection law and equal opportunities policies, and commitment to implementation	• Knowledge of wider health and care sectors • Knowledge of recent and current legislation, policy and funding as it affects post 16 education for students with learning difficulties and disabilities
Experience	• Experience of working in a senior role, ideally in FE • Experience of working in or with providers in the FE sector, particularly	• Previous work at national level and jobs that involve extensive travel

	those who specialise in working with learners with high needs • Experience of delivering and managing training and development programmes for education professionals • Experience of co-ordinating remote teams or training and development staff • Experience of a self-managing or self-motivating role	• Experience of working in a membership services organisation
Attributes and competencies	• A positive attitude with a high level of personal motivation and pride in work • Ability to work on own initiative • Good attention to detail • Friendly, helpful and authoritative on the telephone and face to face • Understands need for confidentiality as required • Demonstrates respect for equality of opportunity & diversity • Demonstrates commitment to own learning and continuous improvement through training and development	• flexibility and adaptability relating to diary commitments, and to occasionally work extra hours to meet deadlines