



Generate Teaching Hub

JOB DESCRIPTION

NAME:	Vacancy
POST TITLE:	Project Coordinator
GRADE:	6
RESPONSIBLE TO:	Head of Teaching School Hub

OVERALL PURPOSE OF THE JOB

To work closely with the Head of the Halton, Warrington and Wigan Teaching School Hub (TSH) to support and coordinate its training programme, and to provide efficient administrative management and promotion. The ideal candidate will have excellent communication skills, taking the initiative in their work and to promote, lead and embed effective support services in the Teaching School Hub to secure the constant improvement of the Hub and its training programme

CONTEXT

- The post is 37 hours per week, term time plus 3 weeks.
(other options can be considered)
 - The post is initially for 2 year fixed-term contract to (31st March 2027), and is renewable subject to funding.
 - The office base for this service will be Kingsway Primary Academy
 - Confidentiality, accuracy, flexibility and ability to manage multiple tasks are key attributes of the post holder.
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MAIN ELEMENTS OF ROLE

The Project Coordinator will be responsible specifically for:

- Coordinating and making decisions on the marketing, administration and delivery of the training activities to set targets that will include:
 - Coordination of Early Career Framework (ECF) & National Professional Qualifications (NPQs) programme;
 - Coordination of a robust CPD programme;
 - Engagement with schools to secure involvement in the training provided;
 - Recruitment, coordination and liaison with induction tutors, mentors, ECTs and facilitators for our ECF and NPQ programmes;
 - All compliance issues arising from the training provision;
 - Communication with national training providers, senior leaders and staff in schools and related agencies across the TSH area;
 - Reporting and analysing trends, data and performance both internally and to external stakeholders.
 - Representing the hub at events across the area
- Ensure that all venues, catering and speakers are booked in advance with written confirmation and acceptance of terms and conditions.
- Manage all bookings for courses, confirming bookings and maximising attendees.
- Maintaining databases, remind trainers and attendees of their commitments in a timely and professional manner before each training events
- Organise all aspects when hosting events which could include staffing reception, ensure venue is set up appropriately, all IT is working as it should and training materials are professionally printed when hosting events.
- Maintain accurate financial records for sales/events so that profit or loss can be calculated on every event.
- Raise recharge requests (invoices / journals) in respect of sales/chargeable events.
- Upload documents and information to ensure digital platforms are up to date with all courses available.
- Coordinating the administration and internal processes of the TSH programme to ensure the smooth delivery of the service and its appropriate alignment with regulations, legislation and professional standards.
- Monitoring of programme budgets and controlling expenditure to agreed targets.
- Identifying opportunities for improvements and new developments of the training offer.
- To deputise for your line manager as required.

General Activities

- Responsibility for project work as and when required, e.g. design and implementation of new procedures across the TSH.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To comply with and contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos / work / aims of the TSH.
- To attend meetings as required.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Any other duties commensurate with the grade as directed by the Head of TSH and/or CEO.