

## Job details

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Job title: NQT & CPD Project Manager

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Directorate: SSED

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Reporting to: Leadership & Management Adviser/ Senior Adviser

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Direct/indirect reports:

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Budget responsibility: No

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Grade: PO2

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Leadership level:

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DBS requirement: Enhanced

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## Job description

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**Purpose of the post:** To work in a small team responsible for the development, implementation, operation and delivery of projects in respect of the NQT/CPD strategy;  
To provide project management, coordination and development of projects within Hackney Education's NQT/CPD Strategy. The individual will be responsible for working closely with stakeholders, including Head Teachers, STA, and the DfES. The NQT & CPD Project Manager will also be required to interact with external organisations to develop projects on behalf of Hackney Education's SI Department.

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**Main duties and responsibilities**

### Deliver outstanding service

- To take responsibility for the management and development of all NQT projects through the appropriate procurement process and to forward plan and report as necessary to Hackney Education, and other funding bodies to ensure that all procurement requirements are met.
- To lead on all project development issues with relevant stakeholders (e.g. Headteachers, representatives, employers, training providers) and providing the requisite reporting to all parties on matters such as progress and cost.
- To plan, manage and run the NQT strategy/Teaching School Group and associated Task Groups, including meeting cycle and additional events, To be responsible for note taking and distribution of papers and additional documentation to delegates, utilising administrative support as required.
- To provide briefing notes to Headteachers, and others on issues relating to NQT and specified CPD projects;
- To maintain NQT information systems both online and paper based.
- To support the facilitation of an effective CPD programme including supporting the strategic planning of delivery, reporting and analysis
- To support the named CPD Strategy leader as required.

### Increase service quality and performance

- To ensure that projects within NQT/CPD Strategy comply with all DfES (or other grant
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providers) terms, conditions and premises guidelines on individual projects and reports effectively to stakeholders on all matters of delivery of the programme

- To contribute to the cross-directorate development of reports and plans relevant to NQT and CPD strategy.

## Identify opportunities for personal and professional development

- To maintain, develop and implement marketing policies in relation to NQT/CPD in Hackney.
- To keep up to date with legislation, government initiatives, potential partnerships and funding sources that influence NQT/CPD Strategy.
- Maintain an understanding of the need for partnership working with other providers and its role in NQT/CPD planning.
- Maintain an up to date understanding of existing NQT/CPD partnership working in Hackney and planned developments

## Identify opportunities for innovation/new business development

- Attendance at relevant fayres and conferences to promote the Hackney NQT/CPD offer
- To prepare and manage the borough wide NQT prospectus and other NQT materials within allocated timescales and according to statutory procedures. To handle the consultation process and any subsequent amendments. To update the materials, as required.
- To support the preparation of the CPD prospectus as above.

## Make best use of resources

- To maintain updated financial monitoring information on project expenditure and report as necessary to Hackney Education, and other funding bodies on cash profiles and expenditure trends.
- To obtain estimates of the costs of implementing proposals. To keep accurate records of expenditure for all NQT projects and specified CPD projects if required.

## Develop strong relationships across teams and with partners

- To act as project lead for specific NQT/CPD projects including borough wide multi-agency projects.
- To work with external agencies and organisations, such as designers, printers and consultants in respect of NQT/CPD projects.
- To coordinate responses from all stakeholders to ensure the viability and sustainability of projects and ensure that operational management is sound.
- To liaise with internal and external departments and consultants to ensure that all pertinent information is collated and presented to key stakeholders on time and to a high standard.
- To coordinate staff employed for specific projects
- To establish and maintain links with neighbouring LAs and organisations to ensure data sharing protocols are established and good practice shared.

## Reflect best practice and ensure compliance

- To be responsible for collecting data on NQT/CPD provision in Hackney to ensure that effective planning of future provision and partnership working can be carried out; To analyse and interpret data taking into account both local and national issues; To prepare data so that it can be presented to a range of audiences.
- To maintain and monitor attendance lists for the groups and ensure membership remains relevant by liaising with Head Teachers, senior staff and directors/managers of other key organisations.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

### General requirements:

- An understanding of current working practises of schools in relation to CPD and NQT induction.
- Ability to understand and interpret data including participation and achievement information.
- Able to liaise at a senior level with key partners within and outside the borough.
- Proven ability to manage projects on time, within budget and to the appropriate quality.
- Proven ability to represent information both orally and in writing in a clear and precise format.
- Ability to think and work independently.
- Able to communicate with a range of individuals/organisations and to deal with tensions and conflicting objectives, analysing problems and advising senior officers on a course of action.
- A commitment to promoting equal opportunities and an understanding of the links between access to education and equality of opportunity.
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for, or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
  - A strong sense of direction and purpose
  - Creativity
  - Resilience
  - Credibility
  - Presence
  - Connecting
  - Self-Awareness

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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	✓	✓
1. University degree, or equivalent		✓
2. Written English Qualification to a higher standard.	✓	
3. Full Disclosure and Barring Clearance	✓	
<b>Experience</b>	✓	✓
4. Experience and understanding of issues relating to NQT education		✓
5. Experience and understanding of project management.	✓	
6. Previous experience of working with senior management	✓	
7. Evidenced experience of working to deadlines.	✓	
8. Previous experience of working with information systems, paper based and online.	✓	
<b>Knowledge/Skills</b>	✓	✓
9. An understanding of and commitment to Equal Opportunities issues within the workplace.	✓	
10. Ability to communicate clearly and succinctly orally or in writing.	✓	
11. Demonstrate a commitment to working in teams, working with colleagues on team objectives and collaborative opportunities.	✓	
12. Ability to manage complex tasks and rationalise key information	✓	

## Re-evaluation - approval to proceed (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:	Signature:	Date:
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