



Job Description – Head of Professional Development

Location

The Head of Professional Development (HofPD) will be employed at the IAPS headquarters in Warwick, with a hybrid working pattern to be agreed.

Reporting

The HofPD will be responsible to the Deputy CEO.

Responsibilities

The main responsibilities of the Head of Professional Development are to develop and oversee the delivery of the annual offering of professional development for members and staff within their schools, encompassing conferences, courses, online events and networking, making a distinct and valued contribution to the work of staff in IAPS schools.

The HofPD is part of the senior staff of IAPS and as such is a leader and manager, both at HQ and across the organisation more widely. That nature of the role necessitates occasional national travel.

The HofPD will:

1. determine and be accountable for all professional development activity provided by the organisation, working with stakeholders to understand what is needed and to adapt our offer accordingly, ensuring that IAPS' professional development is considered highly effective and valued by its members;
2. complement the traditional conferences, courses and training content that forms the bedrock of our offer with new initiatives and approaches, including but not limited to a growing coaching programme, structured subject networks & advisors, an accredited preparation for Headship programme, etc;
3. keep up to date with current educational research and thinking, using this knowledge to inform our professional development offer;
4. lead the professional development team, providing expertise to less experienced colleagues and managing their output across a range of activities such as the delivery of courses and the provision of course information to members;
5. work with presenters/ speakers to assure content and delivery will be of suitable quality and relevance to delegates, seeking feedback from attendees to inform future events;

6. attend, as necessary, significant/ large scale/ new professional development events, providing leadership on the ground as well as being the public face of IAPS for delegates and speakers;
7. own the relationship with any outsourced provider of training/ development materials, working with them to bespoke the content to better suit the specific needs of our sector, and to organise into pathways that reflect common areas of responsibility in our schools;
8. in close collaboration with the Chair and CEO, plan and deliver the annual IAPS conference, achieving high levels of satisfaction from delegate feedback;
9. support the Head of Infrastructure and Commerce in planning and preparation for face-to-face conferences and course events, including all matters relating to speakers, delegates, their respective requirements and any contracts involved;
10. support the Membership Secretary to communicate requirements and ensure that the CRM holds accurate and relevant data about course attendees and members'/ school staffs' curricular responsibilities/ interests;
11. represent IAPS externally on all matters relating to professional development, including but not limited to liaison with other associations, ISC, ISTIP, etc;
12. manage the performance of their team, growing a positive culture of collective responsibility and mutual support in which everyone is willing to learn from others;
13. feed into the senior staff's financial planning and ongoing oversight, so that the resources needed to deliver the organisation's strategy are fully uncovered and agreed;
14. attend Board and Committee meetings by invitation, making contributions to discussions to help the governance structures of the organisation to make well-informed decisions;
15. constantly seek to understand the needs of members, so that these are reflected in every aspect of planning, delivery and communication of our services and systems;
16. at times, as the rhythm of IAPS' work may require, work extended hours and deliver against challenging deadlines;
17. undertake such other duties as are compatible with the nature of the post and as reasonably directed by their manager.

Requirements

1. Affinity for the independent prep sector and an understanding of its features, needs and challenges.
2. A clear understanding of the professional development needs of Headteachers and school staff, and the intellectual curiosity to continuously ask how this may be changing.
3. Strong people skills, with the ability to form and maintain effective relationships with Heads, subject advisors, school staff and external speakers.
4. A background in the delivery of CPD in a school/ educational setting, with demonstrable prior success in planning and executing events which have had an identifiable impact on delegates' practice.
5. Commitment to excellence in all that they do, relentlessly seeking to improve our work and the expectation that everyone around them will behave similarly.
6. A 'service mindset' prompting the constant question 'How can I better serve members, my team and the organisation?' and leading to exemplary effort and reflective personal development.
7. The personal integrity to always follow through on commitments, perceived by others as highly effective & productive and faultlessly reliable.
8. The ability to manage others effectively, recognising strengths and areas of development, providing support and challenge as necessary to get the best out of people.
9. The clarity of thinking and strength of personality to cut through obscuring detail and focus on the most important task, insight or action.
10. Ability to manage competing priorities to demanding timescales and still deliver what is needed.
11. Ability to understand, analyse and interpret a range of information sources when making decisions.