

# Ruskin Mill Land Trust (the Trust)

## Job Description

<b>Position:</b>	<b>Head of Staff Education and Training</b>
<b>Post Reference No:</b>	<b>RMLT000034</b>
<b>Field of Practice:</b>	<b>Transformative Leadership and Management (Field 7)</b>
<b>Grade:</b>	<b>17</b>
<b>Responsible to:</b>	<b>Director of PSTE - Pedagogy</b>
<b>Directorate:</b>	<b>Hiram and Education Research Team (HEART)</b>
<b>Service Area:</b>	<b>HEART</b>
<b>Location:</b>	<b>Central Services Offices, Ruskin Mill Land Trust</b>

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### Job Purpose

In collaboration with Aonghus Gordon, the founder of the Trust, and the Director of PSTE-Pedagogy to establish a whole Trust approach to staff education and professional development that will prepare and develop the Trust staff to be effective in working with students, with each other and as valued and contributing members of the organisation.

You will be responsible for innovating, developing and quality assuring training, courses and educational programmes up to Master's level for staff, students and learners which are informed through research both within and outside of Ruskin Mill Trust. Therefore, an intimate collaboration with the research of the Field Centre is required as well as an openness to and understanding of Spiritual Science and how to functionalise this in the ongoing staff training. Some of the courses will be open to members of the public.

In collaboration with the Director of PSTE -Pedagogy you will lead and manage the Hiram Education and Research Team and work across Ruskin Mill Trust to ensure excellence and outstanding delivery of training and staff development to help inform the practice and performance of the provisions within Ruskin Mill Trust and its associated bodies.

You will implement rigorous systems with regards to the staff training to ensure delivery and monitoring of compliance with the various regulators such as Ofsted, CQC and others as well as with regards to the vision and values of Ruskin Mill Trust as an organisation based on the insights of Rudolf Steiner, John Ruskin and William Morris.

The post holder will be expected to embrace, articulate and work with the RMT's objectives, vision, values, purpose and method, ensuring that the paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, is maintained, implemented and integrated within the provisions of the Trust.

The post holder is to contribute to the whole life of the Ruskin Mill Trust and always remembering that the core purpose is to improve the education and lives of the young people at all Trust provisions.

The post holder will be expected to travel between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement.

Evening and weekend working will be required.

### **Corporate Contribution**

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### **Main Duties**

1. This post holder's primary reference is the Charitable objects and the method of the Trust, and s/he is therefore expected to be engaged in ongoing research and development to deepen his/her understanding and relationship to those objects and the method.
2. To engage in collaborative action research and promote the unique method of PSTE throughout the training from staff induction, Hiram, external and Master's programmes and will support the 3 positions of research at the Field Centre (consciousness studies, biodynamics and Rudolf Steiner therapeutic education).
3. To ensure that the Hiram Education and Research Team and engaging with stakeholders on areas where these can be further embedded, providing constructive criticism to help develop the provision, staff and students. To lead and manage the Hiram Education and Research Team and work across Ruskin Mill Trust to ensure excellence and outstanding delivery of training and staff development to help inform the practice and performance of the provisions within Ruskin Mill Trust and its associated bodies.
4. To work across Ruskin Mill Trust to ensure excellence and outstanding delivery of training and staff development to help inform the practice and performance of the provisions within Ruskin Mill Trust and its associated bodies.
5. To implement rigorous systems with regards to the staff training to ensure delivery and monitoring of compliance with the various regulators such as Ofsted, CQC and others as well as with regards to the vision and values of Ruskin Mill Trust as an organisation based on the insights of Rudolf Steiner, John Ruskin and William Morris.
6. To articulate and promote the vision, values, purpose and method of Ruskin Mill Land Trust, communicating rationales of training and desired outcomes for staff as well as the measurable impact of this on the student experience.
7. To innovate and develop training courses and educational programmes for staff, students and learners which are informed through collaboration with a wide range of staff as well as research both within and outside of Ruskin Mill Trust up to and including Masters level.
8. To develop and manage partnerships and collaboration with Universities to ensure the effective delivery of the Master's Programme.
9. To plan and deliver academic lectures on the Master's Programme; delivered in an effective manner in line with the Trust's vision values and methods.

10. To act as a Mentor for all Master's students to ensure that the course is a positive experience for the learners and provides effective research that can be used by the Trust.
11. To develop high quality course outlines and promotional materials in collaboration with colleagues.
12. To lead, develop, grow and role model collaboration within a learning community which looks to share good practice, supports staff in diverse roles across the provision and student. Responding to local and national needs and reviewing and embedding changes in legislation and policy. To uphold and refer staff to the Training, Qualification and CPD policy and be part of the reviewing process.
13. To ensure that there are effective and rigorous planning, delivery and evaluation systems and processes in place for training and development undertaken across the Trust.
14. To ensure that educators and trainers in the vision and method of Ruskin Mill Trust work to the standards and in the method required through the development of appropriate quality standards and rigour in their selection, induction, training, and review.
15. To lead the Training and Development Coordinators to assess the training needs of each provision by working with the Provision Leaders to review training needs highlighted in the PDR process and self-assessment reports.
16. To collate all CPD/Training requests from across the Trust and liaise with the Director of PSTE to ensure that training requested are authorised in a fair and consistent manner within budget and always ensuring that they reflected the needs of students and the Trust's vision, values purpose and method.
17. To work closely with the Head of Accreditation to ensure that staff training programmes achieve accredited recognition.
18. To ensure that training course and attendance is monitored and any risks of non-compliance are highlighted to the Provision Leads through close working relationships with Heart Training and Development Coordinators.
19. To produce surveys to measure training needs, feedback to training and impact on both adult learners and the students within the Trust.
20. Track, monitor and evaluate the progress of developments against identified measures of success.
21. To ensure that best practice processes and successful/effective training courses delivered are shared across the Trust
22. To manage the Heart budgets, providing regular updates to the Director of PSTE
23. To keep abreast of current trends, research and regulations within education/care/training frameworks in the UK.
24. To lead the Heart Self-Assessment process and provide regular feedback to the Director of PSTE.
25. To produce reports to evidence the impact of staff training to be shared with external agencies.

26. To produce reports as required by the Trustees of Ruskin Mill Land Trust, or the Hiram Directorate.
27. To work closely with the Field Centre Manager to ensure that training programmes are planned, delivered and promoted in conjunction with the Field Centre Events programme
28. To work closely with the Head of Accreditation to develop accreditation possibilities for RMT's training programmes.
29. To be part of the Hiram Education and Research Team directorate.
30. The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement. Evening and weekend working will be required.

### General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.

15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
17. The post holder will contribute to the whole life of the Trust, always remembering that its core purpose is to improve the education and lives of the children and young people in the schools and colleges.
18. The post holder will be required to carry out her or his duties at any of the Trust's premises, and at such other places as the Trust may reasonably require.
19. The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.
20. Evening and weekend working will be required.

### **Staff Supervision**

The Head of Staff Education and Training has line management and supervision responsibility for the Heart Training and Development Co-ordinators and the administration team associated with Heart and may be required to line manage and supervise other staff as requested.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

## Position: Head of Staff Education and Training

The qualifications, skills and experiences that we are looking for are:

- Educated to Phd level or nearing completion is desired.
- Significant experience in an educational or research organisation
- Be able to demonstrate experience of having led, or significantly contributed to the success of an organisation through its leadership, ethos, teaching and results;
- Strategic mind-set, able to align functional strategic and operational objectives with those of the organisation;
- Able to evidence experience of designing, leading and successful implementation of quality assurance processes within an education/training environment
- Significant evidence of development of trainings, training evaluation and impact
- Significant knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris;
- Successful experience of leading and managing change to deliver improved performance;
- Be able to give evidence of innovative and successful performance management;
- Able to demonstrate a track record of success within a comparable complex, multi-site setting;
- Be adaptable and show initiative with high levels of personal, emotional and social intelligence.
- Excellent interpersonal skills, with the ability to engage with stakeholders internally and externally at every level.

## Training and Development Requirements

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within six months of starting	Up to 6
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities and research as directed by the Founder and Executive Chair/Trustees	2 year programme	2 years