

# Ruskin Mill Centre of Practice (the Trust)

## Job Description

<b>Position:</b>	<b>Training and Development Coordinator (HEaRT)</b>
<b>Post Reference No:</b>	<b>RMCP10002</b>
<b>Grade:</b>	<b>10:11:12</b>
<b>Responsible to:</b>	<b>Trust Head of Staff Development, but with operational day to day responsible to the relevant College Principal and/or Head Teacher</b>
<b>Location:</b>	<b>Nailsworth, Stourbridge, Sheffield, Pembrokeshire</b>

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### Job Purpose

The Hiram Training and Development Coordinator is a key member of Hiram Education and Research Team (HEaRT), employed by Ruskin Mill Centre of Practice (RMCP) to provide training, development and research services to the local Ruskin Mill Trust (RMT) operations. This includes day and residential provision, corporate services if applicable and subsidiary companies of RMT.

The Hiram Training and Development Coordinator will communicate closely with other Hiram Training and Development Coordinators, and meet at least half termly at the Field Centre in Nailsworth to ensure that their work links to student experience, is effective, and is aligned with a practitioner community engaging in Higher Education. They will engage in collaborative action research and promote the unique method of PSTE throughout the training from staff induction, Hiram, external and Masters programmes and will support the 3 positions of research at the Field Centre (consciousness studies, biodynamics and Rudolf Steiner therapeutic education).

They will also be responsible for supporting staff development and all aspects of the RMT objects, vision and method. The post of Hiram Training and Development Coordinator requires knowledge and experience of Rudolf Steiner's therapeutic human development method, plus prior knowledge of the Practical Skills Therapeutic Education (PSTE) or be currently undertaking training from level 4 upwards.

They will work collaboratively with colleagues to support learners, through delivering on Hiram programmes, attending regular meetings, disseminating information and updates, planning future training requirements and reviewing training that has taken place. They will also be involved in the support of local delivery and Mentoring of Learners. They must work closely with the College/School/Subsidiary Management through regular meetings and report back to the Head of Staff Education and Training.

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 provision of the College/School.

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 the Colleges/Schools.

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 may 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 Centre of Practice and Ruskin Mill Trust.

### **Main Duties**

1. To articulate and promote the vision, values, purpose and method of Ruskin Mill Centre of Practice, communicating rationales of training and desired outcomes for staff as well as the measurable impact of this on the student experience. Advising and working with Senior Management Teams on areas where these can be further embedded, providing constructive criticism to help develop the provision, staff and students.
2. Develop, grow and role model collaboration within a learning community which looks to share good practice, supports staff in diverse roles across the college 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.
3. Working as part of the Senior Management Team on all areas of quality improvement bringing an 'outside-in' perspective and ensuring a appropriate and cohesive quality assurance in relation to the vision, values, purpose and method. In addition to this, work with students is essential to connect the theory to the practice on the ground.
4. To create and act as the guardian of the annual local training plan, ensuring that the training and development needs meet the need of the Trust, the staff and the student. This should be directly linked to local quality improvement plans and also aggregated training needs.
5. To be part of the local team in identifying training needs across the site, and highlight and suggest how and where these can be addressed, if there are common themes and trends and work to address these.
6. To work with the Marketing and Admissions Team to ensure that consideration is given to the changing student profile and the impact that this may have on staff training, development and well-being.
7. To plan, develop and organise local/site training days, training weeks and other development activities, ensuring appropriate consultation and agreement with the Senior Management Teams and staff across the site/provision. This includes representation on these days, ensuring all logistical elements have been planned and implemented, bringing in colleagues for support as required and agreed with the Senior Management Team.
8. To be part of a continuously developing faculty, bringing the local/site voice to the Hiram Education and Research Team, ensuring the sharing of good practice, areas for development and working in a collaborative research process.
9. To work with the Head of Staff Education and Training and the local Senior Management Team to ensure that there is effective and rigorous evaluation of

training and development across the site, feeding outcomes and evaluations into quality improvement plans, the Senior Management Team, and the Hiram Education and Research Team.

10. To link training from staff inductions through to Masters level, ensuring consistency and a conscious linking to the student experience is represented at every level. To act as the main point of contact for Masters students who may wish to access local provision.
11. Working with the College Principal, Senior Management Teams, Senior Leaders, and other members of the Hiram Education and Research Team to develop and work relentlessly in the creation and delivery of training and development opportunities for staff which embed the vision and method of the Trust within the staff body.
12. To work collaboratively with the Senior Management Team to bring and embed research undertaken across the Trust into the local site/provision.
13. To work collaboratively with the Hiram Education and Research Team to bring and share research, insight and materials undertaken on the local site/provision across the wider Trust.
14. To oversee the coordination of Hiram programmes on the local site/provision ensuring feedback is collated and disseminated and that there is effective mentoring and support for learners, and resources allocated to deliver 'outstanding' teaching, learning and assessment.
15. To develop and take responsibility for a local resource centre, ensuring access for staff, researchers and volunteers to research, training and development information to enhance an understanding of the vision and method of RMT.
16. To act as a mentor as required on specific programmes as agreed with the College Principal and/or Head Teacher and Head of Staff Education and Training.
17. To work with the Senior Management Team. Review training request from the staff, and also identified training needs, to liaise with staff about the progress of applications and ensure that staff are aware of requirements to attend upcoming trainings, and to oversee the allocated local budget.
18. To review attendance and feedback on trainings ensuring line managers are aware of their staff requirements. To provide information as requested to Senior Management Teams on all areas of training and development. To evaluate the efficacy of training as part of the Hiram Education and Research Team, identifying good practice and areas for development. To consciously put the student at the centre of each training.
19. To ensure appropriate processes and procedures are in place for effective registrations of learners and that certificates are produced and all training is logged on HR.net and to use HR.net as a reporting tool.
20. To work closely with colleagues in the HR, Administration, Internal Quality Assurance and Mentoring Teams and the nominated SMT lead on the identification of new staff and their training and qualification requirements as part of the Professional Development Review (PDR) process.
21. To work with line managers across the sites/provision to ensure that they are aware of their teams training requirements, and highlight non-attendance on trainings.

22. To deliver trainings as required.
23. To provide cover and support to members of the Hiram Education and Research Team as required and work closely with the Hiram Central Administrator on a regular basis.
24. To ensure that there is a seamless relationship to incorporate the Trusts research centre for research into the life of the College so that the College and Ruskin Mill Trust is truly a research led, learning organisation.
25. To ensure that external bodies and organisations are supported and collaborated with as directed by the Head of Staff Education and Training, this may include bodies such as the Eurythmy School, Universities, partner organisations.
26. To undertake local research and development as required by the Hiram Directorate or College Principal and/or Head Teacher in respect to the objects, vision and method of RMT, ensuring that this research is shared within the local teams and also with the wider Trust.

### **General**

1. To share the Ruskin Mill 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 Ruskin Mill Centre of Practice and Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Ruskin Mill Trust.
5. To work co-operatively with other staff within the Ruskin Mill Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Ruskin Mill Trust
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 undertake training and development as required by the Trust. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.

14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Hiram Training and Development Coordinator has no direct staff responsibility, however, they may be required to line manage designated staff.

### **Liaison**

To liaise with all staff employed by the Ruskin Mill Centre of Practice, Ruskin Mill 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. This job description will be reviewed annually during the post holders performance and development review.

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:** Hiram Training and Development Coordinator

The following are the criteria that will be used for Shortlisting

- Experience of working within a complex organisation
- Open to looking at new ways of working
- Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris
- Adaptable and shows initiative
- High level of personal resilience
- Good communication skills

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

<b>Training or Qualification</b>	<b>Name</b>	<b>Timescales for completion</b>	<b>Length of programme</b>
Qualification	MEd in Practical Skills Therapeutic Education	After probation period	3 years P/T
Trainings	Equality and Diversity	In Induction	2 hours
	Safer Recruitment in Education	Within 2 months of commencing role	On-line training
	MAPA Training (De-escalation and Restraint Training)	Within 3 months of commencing role	2 days
	Safeguarding Children and Adults	On the first day of Induction	3 hours
	Prevent	In Induction	Online
	Health and Safety	In Induction	3 hours
	10. Mental Capacity Act / Deprivation of Liberty	At the first training opportunity	3 Hours
	Pedagogic Potential of Craft or Steiner Insights or Goethean Science	As directed by your line manager	18 months