

## **SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION**

**JOB TITLE:** PROFESSIONAL LEARNING MANAGER

**LOCATION:** Home/Head Office (Stirling)

**HOURS:** 36 hours per week

**GRADE:** Pts 39-42 £ 38,202 - £ 41,208

**ACCOUNTABLE TO:** Head of Childminding Services

### **JOB PURPOSE**

To lead on the development and delivery of career-long, tailored and accessible childminding learning opportunities, supporting professional growth and development and contributing to quality childminding practice in agreement with the Head of Childminding Services.

### **KEY RESPONSIBILITIES:**

Responsible for managing the development and delivery of quality professional learning for SCMA childminding members. Co-ordinate and direct the Learn with SCMA team. Be responsible for training systems and processes including quality assurance.

### **KEY TASKS:**

#### **Job specific:**

- Design and develop new, and update existing, CPL programmes and resource materials in line with current policy and practice and utilising a range of learning formats eg. eLearning, virtual, face to face, webinars etc
- Support the development of our CPL strategy, contributing towards SCMA's strategic operational plan
- Responsible for the implementation of agreed areas within the CPL review and strategy
- Direct and support a team of trainers, responsible for ensuring quality and standardisation is maintained across all Learn with SCMA learning events
- Oversee online self-assessment in relation to accredited SSSC Open Badges
- Direct the work of the Training Coordinator, in relation to the coordination and delivery of SCMA's Calendar of Learning
- Prepare for and attend events to promote SCMA's learning opportunities
- Work with the Services Development Manager and Area Managers, to identify and secure CPL opportunities and funding to support our childminding services delivered in local authorities across Scotland
- Develop and maintain relationships with relevant external providers to enhance the learning opportunities available for childminders
- Ensure that professional learning is aligned to ELC sector qualification requirements

- Responsible for ensuring compliance with ITA Branded Learning Centre requirements and SQA Approved Centre status including overseeing quality assurance systems \*
- Responsible for ensuring effective training procedures, systems and processes are developed and implemented
- Monitor, evaluate and report on the uptake and effectiveness of professional learning delivery
- Authorise invoices and expenses in relation to all training budgets; contribute to financial planning and reporting in collaboration with Head of Childminding Services

*\*Note SCMA is currently an SQA centre, although we are not presently delivering any SQA qualifications. This will be reviewed as part of the planning and development of our CPL strategy.*

### **Organisational requirements:**

- Become an effective member of the SCMA Helpline team
- Take part in short term groups to take forward key SCMA goals
- Meet regularly with your Line Manager for support, supervision and appraisal
- Ensure regular and effective liaison with all SCMA staff as appropriate
- Write and submit reports and paperwork timeously
- Follow Health and Safety requirements and be aware of health and safety of yourself, your colleagues and visitors to the office
- Work at all times in a manner consistent with SCMA policies and procedures
- Being responsible for your own personal development and willingness to engage in 'Engaging in Our People'
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose

## **PERSON SPECIFICATION: PROFESSIONAL LEARNING MANAGER**

### **QUALIFICATIONS**

#### **Essential**

High Standard of Education/ Relevant Qualifications

### **CAREER EXPERIENCE**

#### **Essential**

Proven ability in managing services and/or processes  
Proven ability in designing, developing and delivery of learning opportunities, utilising a range of formats and technologies  
Proven ability in liaising and partnership working with external agencies and stakeholders  
Proven ability in forward planning with a solution focused approach

#### **Desirable**

Previous work experience in a training, marketing or communications environment  
Delivery or facilitation of learning events for adults  
Experience of working with training providers and colleges  
Experience in SVQ assessing and verification

### **KNOWLEDGE & UNDERSTANDING**

#### **Essential**

In depth knowledge of early learning and childcare and professional learning requirements  
Understanding of Child Development aged 0-12 years

#### **Desirable**

Relevant early learning and childcare policy and delivery models in Scotland  
Working knowledge of childminding settings and professional learning requirements  
Care Inspectorate registration, systems and processes  
Quality assurance and compliance systems and processes

### **SKILLS & COMPETENCIES**

#### **Essential**

Solution-focused  
Passionate, committed and hard-working  
Ability to work using own initiative

Ability to prioritise work  
Ability to work under pressure and to deadlines  
High standard of written and oral communication, including the ability to produce reports  
Strong organisational skills, including time management, being methodical, storage of information and version control  
Strong interpersonal skills, including being tactful, respectful, good humoured & able to negotiate  
The ability to work on own and as a part of a team  
Proficient in use of Microsoft software  
Demonstrable understanding and experience of using a range of learning platforms

### **Desirable**

Willingness to further develop skills and undertake any relevant training  
Willingness to strengthen knowledge and understanding of childminding, early learning and childcare and the work of SCMA

### **PERSONAL CIRCUMSTANCE:**

Ability to travel, work flexible hours and occasionally away from home overnight