

BSME Professional Learning Coordinator

Role Description

British Schools in the Middle East (BSME) is the largest dedicated network of British International Schools in the Middle East. We have more than 140 Member Schools and over 100 supporting Partners in the organisation. BSME runs the largest inter-school Student events programme in the Middle East, as well as comprehensive Professional Learning programmes. Additional services such as an Annual Conference for senior leaders and wider representation with educational and governmental organisations are also offered.

Role Purpose

Reporting to the BSME CEO, the Professional Learning Coordinator will be a highly motivated individual who works well in a team environment and possesses outstanding administrative and organisational skills.

We currently offer a range of Professional Learning services to schools. These include, amongst others, Conferences (some online), face to face courses, online training including webinars, networks and brokering for schools regarding PL providers.

You will need to be an excellent writer and communicator with strong English language and IT skills. The ability to prioritise a busy workload is essential. Travel in the region may be required.

Responsibilities

Professional Learning Programme

- Professional Learning calendar
 - In collaboration with the CEO, establish the annual calendar of Professional Learning
 - Work with Digital Coordinator to plan, upload and maintain all relevant Professional Learning design work for the website
- Professional Learning Services
 - Work with Leaders and Aspiring Leaders providers to plan annual courses, marketing opportunities, monitoring MoUs for compliance
 - Manage all aspects of Conference planning, including Service Agreements, Travel and Liaison between schools and providers; attendance at conferences is required
 - Monitor the impact of Online Learning Providers, compliance with MoUs and make recommendations as required
 - Plan and support online subject networks across the BSME community of learners, including schools and partners
 - Administrate and run the webinar programme
- Update and maintain administrative and management systems, including:
 - Professional Learning Handbook
 - Host Schools Handbook and templates for use by host schools
 - Planning proformas
 - School CPD Leader databases
 - Provider databases

- Budgets
 - Liaise with Business Manager on Professional Learning costs
 - Report costs for Professional Learning, as appropriate
- Monitoring and Evaluation
 - Conduct Professional Learning needs analysis, consulting all member schools and report findings as required
 - Monitor and report Professional Learning activity
 - Create and collate online evaluation surveys for delegates, host schools and providers for reporting purposes
- Reporting and Promoting
 - Collate and share annual Professional Learning information for reporting to all stakeholders
 - Celebrate Professional Learning successes enabling BSME to become an acknowledged hub of Develop and manage, with support from the Digital Coordinator, the Professional Learning pages of the BSME website excellence

Annual Conference for Headteachers

- In collaboration with the CEO, execute the planning and delivery of the Professional Learning elements
- Support CEO and Executive Committee in planning miscellaneous areas of the Annual Conference as required
- Liaise with all speakers to ensure smooth execution of the conference programme

Professional Development

- Keep abreast of relevant Professional Learning providers, especially in the UK
- Identify any professional development opportunities that would enhance the Professional Learning Coordinator role

Relationships

The Professional Learning Coordinator will work with the BSME Team comprising of the CEO, Business Manager, Senior Accountant, Students Coordinator, Digital Coordinator, and Services Coordinator. The BSME Team is guided by the BSME Chair and elected members of the Executive Committee.

Ideal Candidate Specification

Essential

The successful candidate will evidence:

- proven success in administrative roles
- systematic and process-driven skills and experience
- the ability to engage professionally with a range of individuals
- excellent English writing and communication skills
- efficient time management skills
- the ability to work well in a team environment
- high levels of independent task completion
- the competent use of Microsoft and/or Google software applications

Desirable

The successful candidate may evidence:

- an academic or professional qualification
- knowledge of the British education system
- Professional Learning experience
- knowledge of databases, planning and/or tracking tools
- event planning skills or experience

Competencies

- Service-focused
- Highly motivated
- Proactive
- Flexible
- Attention to detail
- Professional

BSME Recruitment Policy

BSME is committed to safeguarding and promoting the welfare of all its members and students. Successful candidates must be willing to undertake and submit ACRO checks, which will be at the individuals' expense, and is a prerequisite for all appointments. In addition, BSME staff will regularly complete appropriate safeguarding and child protection training to keep abreast of critical updates.

All candidates wishing to be considered for the position of BSME Professional Learning Coordinator must submit their CV and cover letter (maximum one side of A4) addressed to the BSME CEO. The letter should outline why you would like to apply, how you meet our ideal candidate specification and what your salary expectations are. Applications must be sent by email to recruitment@bsme.org.uk.

BSME requires two professional references, one of which will be the current or most recent line Manager. Written references will be validated by phone.

BSME reserves the right to appoint a candidate before the application deadline.

Closing date: 22 January 2021.

N.B.: We regret to inform that due to the anticipated volume of applications, only successful applicants will be contacted for interview.

Terms and Conditions

The precise details will be discussed and negotiated with the successful candidate. However, as a guide, BSME will offer the following terms:

Job title	Professional Learning Coordinator
Reporting to	BSME CEO
Place of work	BSME Offices, Dubai Silicon Oasis HQ
Hours of work	07:30 - 14:30 or 08:00 - 15:00, Sunday - Thursday
Annual leave	45 working days per year, plus Dubai public holidays
Salary	Salary is dependent on candidate experience; candidates must outline salary expectations in covering letter
Benefits	Substantial professional development opportunities Reduced working hours during school holidays
Start date	Immediate; this can be negotiated for the right candidate

Additional comments:

- The successful candidate will be required to attend the BSME Annual Conference which may require overseas travel in the region for up to 4 days in Term 2.
- Additional overseas travel may occasionally be required from time to time; however, this will be kept at a minimum and travel expenses will be reimbursed accordingly.
- **This position will be offered on a local contract basis. The successful applicant must have their own sponsorship.**