

Job Description: Ark Teacher Training Programme Coordinator

Reports to: Programme Delivery Manager

Location: West London (with flexible working available)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £27,250 to £29,000 (depending on experience)

About the role:

We're looking for an enthusiastic Programme Coordinator with experience of coordinating programmes, projects and operational activities. Delivering excellence in Initial Teacher Training experiences and faculty support, this wide-ranging role encompasses project and event coordination and engaging confidently with stakeholders. For the right candidate, there is plenty of scope for growth and development in the role, as well as the opportunity to contribute to innovation and development within the team.

Key Responsibilities:

- Coordinate training logistics and provide operational support across the Initial Teacher Training programme, ensuring activities are delivered effectively and efficiently
- Plan, coordinate and deliver event logistics for programme launches, summer schools and training sessions, from preparation and delivery through to evaluation, across both online and in-person formats
- Manage pre-programme HR and compliance checks for fee-funded trainees, ensuring all requirements are completed accurately and within agreed timescales
- Monitor and coordinate the return of pre-programme checks completed by schools, proactively following up and escalating issues where necessary to ensure deadlines are met
- Undertake financial administration activities, including programme fee administration, bursary administration, audit processes, invoice processing, and monitoring expenditure against allocated budgets
- Maintain Learning Management System (LMS) environments and create online courses and related content in line with programme requirements and curriculum team specifications
- Provide high-quality support, guidance and information to trainees and school partners, promoting engagement and enabling successful programme participation
- Maintain effective systems and processes to support programme delivery, including progress tracking, work planning, reporting cycles, registrations with accreditation providers and other external bodies
- Work collaboratively with colleagues across the operations team to ensure consistency, quality and continuous improvement of systems, processes and the participant experience
- Maintain effective communication with trainees, schools, partners and colleagues, ensuring stakeholders are informed and supported throughout programme delivery

- Develop and maintain positive working relationships with partner organisations to support successful programme delivery and ensure contractual and operational requirements are met
- Coordinate and contribute to projects and improvement initiatives that support the growth, development and effectiveness of the faculty and its programmes
- Provide flexible support across the wider faculty as required, contributing to shared objectives and organisational priorities

Qualifications

- Degree-level qualification or equivalent work experience (essential)

Knowledge & Skills

- Demonstrable experience of supporting programmes, projects, or operational activity within a complex organisational environment, ensuring activities are effectively coordinated and delivered to agreed objectives and timescales
- Strong project and administrative coordination skills, with a proven ability to organise meetings, events, documentation, actions, and governance processes, maintaining a high level of accuracy and attention to detail
- Highly proficient in Microsoft Office applications, particularly Excel, with the ability to manipulate, analyse, and present information clearly and accurately
- Excellent written and verbal communication skills, with the ability to draft clear, concise, and professional communications, reports, presentations, and stakeholder updates for a range of audiences
- Experience supporting the delivery of programmes, projects, or organisational initiatives, including coordinating activities, monitoring progress, and supporting delivery against agreed objectives
- Experience using project management methodologies, frameworks, or tools to support planning, reporting, and delivery activities
- Experience using Learning Management Systems (LMS) or similar platforms to manage learning content, user access, reporting, and engagement
- Experience using Salesforce or similar customer relationship management (CRM) systems to maintain accurate records, track activity, and produce reports
- Experience creating engaging communications, presentations, or learning materials using Canva, Adobe Creative Suite, Rise, or equivalent digital content authoring tools
- Experience working with, or within, schools, educational institutions, or the wider education sector

Personal Qualities

- Excellent organisational and prioritisation skills, with the ability to manage multiple competing priorities, coordinate concurrent activities, and consistently deliver high-quality outputs to demanding deadlines
- Excellent attention to detail, with experience of maintaining accurate records, managing data, monitoring progress against plans, and supporting compliance and reporting requirements
- Demonstrated ability to work independently, using initiative and sound judgement to anticipate issues, manage competing priorities, identify solutions, and deliver results with minimal supervision
- Experience of building effective working relationships with a range of stakeholders, influencing and collaborating across teams to support the successful delivery of outcomes

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).