

## Job description

# Yorkshire Regional Director

Teach First (TF) is one of UK's top graduate employers. Our mission is to address educational disadvantage by transforming exceptional graduates into effective, inspirational teachers and leaders in all fields.

We are seeking an individual with excellent relationship management and leadership skills who is committed to improving secondary education through leading and managing the Teach First Yorkshire office.

## What you will do

From day one you will

1. Set up and manage the development of Teach First's new office in Yorkshire (including Leeds & Sheffield).
2. Oversee and direct the professional training and pastoral support for 120-160 top graduates teaching in Yorkshire.
3. Manage and coordinate the delivery of an intensive six-week programme to prepare 60-80 top graduates for their role in teaching in challenging schools in Yorkshire.
4. Oversee and direct the placement of graduates into schools, working closely with the schools to ensure the graduates are placed appropriately into supportive environments.
5. Support other Teach First initiatives including graduate recruitment, assessment and leadership development as required, in Yorkshire, the Midlands, the North West and London.
6. Manage a team of staff in Yorkshire and be a member of the Teach First leadership team.
7. Work effectively with head teachers and senior management at our teacher-training providers, sponsors, partners and with the rest of the Teach First staff.

## Responsibilities for managing Yorkshire office

- Overall responsibility for the new location include to:
  - Ensure the Teach First Yorkshire operation uses its funding as efficiently as possible to achieve its mission and report on all financial matters on a regular basis as required.
  - Set objectives for the Yorkshire team and ensure these are met via regular one to ones and ongoing performance management. Report to HR on all staff related matters on a regular basis as required.
  - Work with and direct the team to ensure that Teach First efficiently recruits, selects, places and supports the best graduates to become the most effective, high-quality teachers in Yorkshire.
  - Liaise with the Director of Graduate Recruitment to assist in the improvement of the recruitment and assessment processes to ensure Teach First is one of Britain's most prestigious recruiters of top graduates and selects the graduates who would make the best teachers in challenging schools and the best long-term leaders

## Responsibilities for Leadership Development and Ambassadors

- Overall responsibility for the leadership development of all Yorkshire teachers including
  - Planning and achieving Leadership Development goals
  - Planning and meeting regarding Leadership Development budget
  - Accountability for the work of all Yorkshire staff
  - Overseeing the development of the Yorkshire Summer Institute
  - Development of the leadership component of the training for Yorkshire teachers (in collaboration with the national team)

- Collaboration with Head Teachers in Yorkshire schools
- Collaboration with other TF departments in London, the North West and Midlands
- Reporting to the line manager and the CEO as appropriate on the overall Teach First strategy for leadership development
- Planning, delivery, and evaluation
  - Development of the placement process for Yorkshire.
  - Placement of 60 - 80 participants starting in 2009 in Yorkshire schools.
  - Overseeing the development of 2009 Yorkshire Summer Institute.
  - Integration of National and Regional training programmes.
  - Integration of the leadership development component of the TF training.
  - Integration of Ambassadors programme into Yorkshire operation.
- Overall responsibility for the two year training programme
  - Collaboration with National and Regional Training provider.
  - Troubleshooting and ongoing improvement.
  - Planning with team members to ensure that leadership development of teachers is efficient and effective and that the programme meets all stated goals.
  - Leading the department and the programme to ensure that all TF teachers achieve QTS in year 1.
  - Leading the department and the programme to ensure a high quality and consistent programme of leadership development in the region.
  - Support teachers in gaining sufficient credits to achieve Ambassador status.
- Response and action related to internal and external evaluations

## Responsibilities for External Relations

- Identifying, cultivating and managing stakeholder relations
  - Schools and related groups (i.e. schools advisory group)
  - Regional Training Provider and related groups (i.e. planning and delivery committees)
  - Government
    - Teacher Training and Development Agency for schools
    - Department for Children, Schools and Families
    - OFSTED
  - Business sponsors
  - Leadership programme delivery partners
- Identify and develop new opportunities for financial support for Yorkshire operations, amongst local sponsors and partners.
- Work to increase local awareness of Teach First through effective relations with all stakeholder groups identified.

## Interfaces

- Your line manager, the Director of Expansion
- The TF leadership team (CEO, Directors and Associate Directors)
- Other members of TF staff
- School staff, especially Head teachers
- TF Participants
- TF supporting partners, sponsors, etc

## Ethos, Skills, and Experience Required

- Ethos
  - Belief in and drive to accomplish the mission of Teach First
  - Adherence to and belief in the Teach First Values (collaboration, innovation, excellence, integrity, and commitment)
  - Belief that new teachers can make a real difference in schools
  - Understanding of the challenges and opportunities presented by the education system, which allows the candidate to balance high expectations and innovation with a sense of what is achievable
- Skills
  - Exceptional relationship-building skills; the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
  - Excellent written and oral communication skills
  - Strong interpersonal skills and emotional intelligence
  - Excellent presentational skills
  - Strong organisational skills and time management skills
  - Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organisation
  - Person with a “can-do” attitude able to help the organisation expand in the coming years
  - A team player who is willing to both take the lead on projects as well as manage the team and overall work of the department
  - Positive attitude toward teaching and the difference that TF teachers can make in their schools
- Experience
  - Good University degree
  - Work in the area of teacher training and/or support or leadership development
  - Experience managing a team of people (would be an advantage)
  - Time spent working/teaching in a challenging school (would be an advantage)

## Location

Your base will be Yorkshire, probably in Sheffield, with regular travel to the Teach First national headquarters in Canary Wharf, London as well as throughout the Yorkshire region. This job may also involve limited travel around the rest of the UK.

## Compensation

Salary Band: £33,000 - £50,000 dependant on experience

A generous performance related bonus package of up to 20% (per annum) of your basic salary, 27 days vacation per annum (7 of which must be taken during the two weeks of Christmas and New Year), participation in the Staff Pension Scheme and private health insurance policy, Life Assurance, Income Protection and childcare voucher scheme.

## To Apply:

Send the following materials to Sharon Feeney at [hr@teachfirst.org.uk](mailto:hr@teachfirst.org.uk) or via post to Teach First, 14 Heron Quay, Canary Wharf, London E14 4JB

- CV (not more than two pages)
- Covering letter

**Closing Date for Applications:** 30<sup>th</sup> September 2008

For more information, please contact Amanda Timberg at [atimberg@teachfirst.org.uk](mailto:atimberg@teachfirst.org.uk).