

Job Title: East Midlands Leadership Development Officer
Reports to: Regional Director of East Midlands

Division/Dept:
East Midlands Regional Office
Start Date: Jan 09
(with possibility of earlier start)

Location: Nottingham

Job Purpose:

Would you like to take the initiative to help start something new and build Teach First in a new location? Teach First is to expand its graduate programme to the East Midlands (primarily in Nottingham, Derby and Leicester). The Leadership Development Officer will have responsibilities in all areas of the Teach First programme; from high-level meetings with sponsors, university training providers and Head teachers to delivering the cutting-edge educational and leadership development programme to some of the UK's most talented graduates.

This position is ideal for someone who is excited by the prospect of being involved in all areas of an exciting expansion programme and is motivated by the mission of addressing educational disadvantage by placing exceptional graduates in the schools that need them most.

The position requires an excellent communicator who is passionate about education, is able to work effectively with a wide-range of stakeholders and is a confident team player.

Key Accountabilities:

You will work closely with the Director of Regions, the Regional Director of East Midlands, one other officer (from autumn/winter 2010) and an administrator on a combination of the following activities (exact responsibilities to be agreed once appointments have been made):

During your first 8 months (January – August 2009), your main role will be helping with:

- Helping to build a relationship with the East Midlands Training Provider (a university education institute yet to be determined)
- Preparing and delivering the East Midlands regional aspects of the Summer Institute six-week residential training programme
- Helping with regional placement of participants in schools
- Delivering (with the Regional Director) a gala launch event.
- Contacting / supporting new regional participant allocations
- Communicating with new participants through fortnightly email updates
- Building of new school data base

Longer-term, your role will include the following tasks:

- Work with the national team to ensure a consistency of experience for East Midlands participants, sponsors and content partners. This will include ensuring that all participants have access to similar events and that communication channels across national and regional teams are strong.
- Support the placement of graduates into schools; working closely with the East Midlands Regional Director, East Midlands Training Provider (to be determined) and schools, to ensure the graduates are placed into appropriate training environments.
- Work with the East Midlands Training Provider to oversee and direct the professional training and pastoral support for participants teaching in East Midlands challenging schools. Provide pastoral support where needed.
- Work in collaboration with the national Leadership Development team to plan, develop and manage additional teaching and leadership support for participants. This would include

supporting the academic and professional development of participants. This will also include supporting the participants in their goals to make the maximum positive impact while teaching.

- Work with the East Midlands content partners to deliver an integrated programme of national and regional leadership development events for up to 100 participants teaching in East Midlands challenging schools across the two cohorts, inputting into the design and delivery of national aspects of the programme as required.
- Take specific responsibility for the delivery of various events and activities for East Midlands participants including: the first three weeks of the Summer Institute; the running of Teaching and Learning Groups; the sourcing and matching of up to 50 volunteer coaches with participants in Year 2; the sourcing of up to 50 summer projects for participants to undertake between years one and two at participating organisations; sector-focused training days; skills-based training events; evening speaker and panel events; the regional components of the school projects competition; participant learning logs; parts of the Teach First Masters; skills and knowledge components of the programme (Skills Master Classes, workshops, etc.) and facilitating participant and supporter advisory groups.
- Collaborate with the national Leadership Development team to deliver the final three weeks of the summer institute programme.
- Assist the national Leadership Development team in the delivery of the Year 2 Maximum Impact Programme Pupil Achievement Reflection tool.
- Work closely with the East Midlands Office Manager on the logistics of the region's involvement in national Leadership Development events (including the Teach First Conference, the Leadership Discovery Day, Tanaka Business School Knowledge training, and some Sector Training) including communication with participants and supporters and in relation to the management of key data e.g. participant credit.
- Carry out surveys and evaluations of the East Midlands Leadership Development programme as appropriate and respond/contribute to other internal and external evaluations as required.
- Ensure effective advisory groups in the region, including the Staff Participant Liaison Committee, Schools Advisory Group(s), and the Regional Training Provider Team meetings.
- Work with the national Leadership Development team to ensure consistent and regular communication (within the Teach First guidelines) with participants, partner schools and delivery partners via the Extranet, newsletters, email blasts and so forth.
- Support other Teach First initiatives including graduate recruitment, assessment and external relations as required. In addition, work with the Ambassador team to ensure that a national strategy for successfully transitioning participants across all region from the programme to becoming Ambassadors of Teach First.
- Work with the national Ambassador team to effectively support Ambassadors in the region and facilitate their support of the region.

Dimensions: *(i.e. significant numerical quantities on which the job has either a direct or indirect impact)*

- Approximately 80 - 100 participants in the East Midlands region (across two cohorts)
- 10 – 15 partner organisations and up to 100 supporting organisations/individuals
- A number of project/event budgets

Other Information:

This position will be based in the East Midlands office. The exact location of the office is yet to be determined, but is expected to be in Nottingham. This role will require regular travel throughout the region (including Derby and Leicester) as well as to London, the North West, Yorkshire, and the West Midlands.

The start date for this position is 5 January, 2009. There may be a temporary role available for the successful candidate from September to December 2008 in the Teach First West Midlands office.

Experience/ Qualifications

- Degree-level qualification
- Work experience in the field of teacher training and/or support
- Experience managing events/activities including budget and logistics
- Knowledge of or experience in the Teach First or Teach For America programme (would be an advantage)
- Time spent working/teaching in a challenging school (would be an advantage)
- Experience working with schools (would be an advantage)

Compensation:

Salary band for this position is £26,500 - £37,000 depending on experience
Performance related bonus of up to 20% of basic salary

Benefits structure includes:

- 27 days annual leave per annum
- Participation in the Teach First Group Pension Scheme
- Private Healthcare
- Life assurance
- Income protection (Long term Disability insurance)

Laptop is supplied

Closing Date: 15 October 2008

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