

<b>Job Title: Senior Leadership Development Officer</b>	<b>Division/Dept: London Region</b>	
<b>Reports to: Regional Director, London</b>	<b>Line manages: 3 staff</b>	<b>Start Date: 1 September 2009</b>

**About Teach First:**

Our Mission: To address educational disadvantage by transforming exceptional graduates into effective and inspirational teachers and leaders in all fields.

TF is a charitable education-business partnership launched in July 2002 with the aim of transforming exceptional graduates into inspirational teachers, placing them into schools in London, the Midlands, Yorkshire and the Northwest where they are needed most. Whilst raising pupil aspirations and achievements through innovation and resourcefulness, TF teachers will gain experience and skills that will help build a new generation of leaders both inside and outside education. The programme includes the innovative Leadership Development course, run in conjunction with Imperial College's Business School and over 30 other partners. TF is currently ranked 14<sup>th</sup> in *The Times* annual survey of most prestigious graduate recruiters – the highest ranked charity in Britain. Its participants are carefully selected to be among the most able graduates in Britain each year.

Over 120 business, government, and education supporters are committed to training, mentoring, and supporting TF participants and ambassadors through structured summer institutes, internships and tailored business courses to ensure they are fully equipped for fast track careers in education and commerce. Britain's leading businesses, as well as policy institutes, all major political parties, educationalists, and the Prime Minister are supporting this programme. More information can be found at: [www.teachfirst.org.uk](http://www.teachfirst.org.uk).

The organisation currently has around 90 full-time staff. It has an annual operating budget of over £3.5 million raised from businesses, foundations and school recruitment fees.

**Job Purpose:**

The London Regional department oversee the two year participant programme. The team is responsible for overseeing the operations and delivery of programme elements across London. The London Regional team is divided into two teams; these are our schools-based and programme & projects.

The members of the London Region team work closely with one another on all projects to ensure that the 550 participants in London are well supported throughout their two years on the programme. From communication to participants before Summer Institute, through to the time they graduate, the team will ensure that every aspect of the Leadership Development programme runs smoothly and supports Teach First's goal to become the pre-eminent Leadership Development programme for graduates in the UK.

This position will oversee the Programme & Project team with responsibility for overseeing the review and development of the day-to-day delivery of the London components of the two-year Teach First Leadership Development programme. This role is also comprised of a range of other projects ranging from the placement of teachers in London schools, to ensuring a good training programme with our London Training Provider (CCCU), to delivering Teach First events such as coaching, summer projects, and the rest of the leadership development programme. You will also work with the London Training Provider and the rest of your team to ensure that London participants are well supported pastorally and are successful in their schools. The role holder will have a keen eye for details, proven ability to manage a small team and a focus on strategic development within the London Region.

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

- Staff across the organisation including all regional teams.
- Approximately 550 Participants on the Teach First Programme, situated in London.
- Relations with key partners such as schools, partners and sponsors
- Working within a Leadership Development Team of 16 people.
- Managing a team of 3 staff.

**Key Accountabilities:** *(Specify main accountabilities. Focus on results expected, in line with Job Purpose).*

- Work closely with the Regional Director to develop new relationships with schools for whom we would like

to partner with in the next academic year. This will include visits to schools and school group presentations.

- Provide input for strategies, policies and procedures affecting the Teach First programme. Will implement procedures at the regional level and help to ensure consistency across regions.
- To lead the London team to deliver the first three weeks of the Summer Institute (part of the six week residential training to induct people to Teach First and prepare them to being teaching in September). This includes working with regional and national staff who will assist in the delivery of some elements of the Summer Institute.
- Work closely with the schools-based team, you will help inform the strategy of participant support, including participants who are working towards Ambassador status.
- To locally coordinate the Teach First Masters programme in conjunction with the Regional Director.
- Ensure the success of events by working on logistics with your team.
- To oversee the Teach First Coaching Programme for 2009-10 including: updating marketing materials; creating target lists; sourcing approximately 200 volunteer Coaches; working with London LD Administrator to organise four London training/matching events; ensuring that all participants are successfully matched with a coach; effectively managing relationships with the coaching network including corporate social responsibility and volunteer coordinators at supporter companies.
- To oversee communication and logistics with members of the 2010 cohort who are allocated to the London region, working with the National team once participants have been allocated. This includes: ensuring all Regional Contacts on the London team have been informed of communication procedures with the new participants, and ensuring good communication with the 2009 cohort before the start of the Summer Institute.
- Work with other teams at Teach First as and when needed; this includes work specifically with External Relations and Graduate Recruitment.
- To effectively manage and develop a small team of people to deliver the Leadership Development programme across London.

**Competencies, Skills, Characteristics and Experience Required:**

- Manage and develop direct reporting staff
- Experience of managing projects
- Monitor and review across multiple projects
- Self development and continuing personal development
- People management, recruitment, motivation, training and development of staff
- Attend and present at external and internal meetings with other departments to perform duties and aid business development.
- Communicate, liaise and negotiate internally and externally using appropriate methods to facilitate the development of profitable business and sustainable relationships.
- Approve decisions, requests and recommendations according to agreed guidelines and policies.

**Person Specification**

- Excellent communication skills and experience of working with managers  
A good team player but also the ability to work under own initiative to meet deadlines
- A good eye for detail
- Computer literacy
- Excellent organisational skills
- Relationship management
- Exceptional relationship-building skills; the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
- Excellent communications skills including presentational skills and the ability to communicate the mission effectively.
- Strong organisational skills and the ability to assess, prioritise and manage a varied workload

- 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 take the lead on projects
- Belief in the organisation’s mission

**Location:** This position is based at the Teach First London office which is currently in Canary Wharf, but may move within the next 12 months when permanent office space is found. Locations outside London will be considered on a case by case basis.

**Salary Band:** £26,500 - £36,000

**Benefits:** 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 and Income Protection, Childcare Voucher scheme and interest free season ticket loan.

**Closing Date:** Monday, 15 July 2009

**To apply:**

Send the following materials to the attention of Estelle Curry [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

	Name	Signature	Date
<b>Immediate Manager</b>			