

Job Title: Senior Officer	Division/Dept: Curriculum and Learning/ Research & Development	
Reports to: Associate Director	Line manages:	Date:

About Teach First:

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Teach First is an independent educational charity, Reg. No. 1098294, established in 2002, with a mission to *address educational disadvantage by transforming exceptional graduates into effective, inspirational teachers and leaders in all fields.*

We recruit exceptional graduates to teach in challenging schools for a minimum of two years. The majority of these graduates would not otherwise have considered teaching.

With the support of our partner universities, we train our participants to be effective teachers and leaders of the future through Teach First's two-year Leadership Development Programme. Our Programme is aimed at ensuring participants maximise their impact on pupil achievement in the short term and develop a set of transferable skills that will ensure their broader impact on educational disadvantage in the future.

Since 2002, we have placed over 1800 of the UK's highest achieving graduates into challenging schools in London, the East and West Midlands, Yorkshire and the North West. By 2013, we aim to be recruiting up to 850 graduates each year, making Teach First one of the largest graduate recruiters in the country.

On completion of the two year programme, our participants graduate as Ambassadors (alumni). Some remain as excellent teachers and leaders in their schools, others take positions of responsibility in a variety of sectors, but whatever route they take, they continue to work towards achieving our mission to ensure that every child succeeds, regardless.

By giving exceptional graduates the opportunity to teach and make a difference in the most challenging schools, Teach First aims to equip tomorrow's leaders in all fields with the motivation, skills and understanding to end educational disadvantage.

Teach First is currently ranked 8th in The Times High Fliers annual survey of the most prestigious graduate recruiters – the highest ranked charity in Britain, and is the Charity Awards Education and Training Charity of the Year. The organisation currently has around 100 staff. Teach First has an annual operating budget of over £10.5 million, and relies on voluntary donations from companies and foundations and other sources in order to continue our work.

More information can be found at: www.teachfirst.org.uk.

Job Purpose:

As a new addition to the Leadership Development Programme team, the Research and Development team consists of two sub-units—Curriculum and Learning (CL) and Research and Public Policy (RPP)—whose shared focus on primary and secondary education is differentiated by their primary audiences: internal and external, respectively.

The Curriculum and Learning sub-unit ensures that every region develops its participants into teachers whose students make dramatic academic gains by building the training and professional development curricula for participants and the staff who support them. The team collaborates with the National Leadership Development team to ensure teacher training is delivered in the most effective and accessible way possible to participants. With the support of data and research from the Research and Public Policy sub-unit, the Curriculum and Learning team provides teaching and learning resources to participants to maximise their positive impact on student achievement.

Dimensions:

- Over 800 participants (across two cohorts) teaching in five regions across the UK from 2009: London, North West, East Midlands, West Midlands and Yorkshire.
- Five regional teams of 17 Leadership Development Officers and 4 Senior LDOs

Key Accountabilities:

- Designing Initial Teacher Training and Leadership Development curriculum and/or curricular objectives for participants, summer institute staff, LDOs and SLDOs with respect to the three units of the Teach First Leadership Development Programme: Leading Learning, Leading People, and Leading Organisations;
- Collaborating with the regional LD teams and Initial Teacher Training Providers to analyse participants' performance in the classroom in order to identify and address key areas of curriculum need;
- Develop and provide teaching and learning resources to first- and second-year participants in primary and secondary school placements;
- Supporting the Associate Director with training and supporting Regional Leadership Development teams on making data-driven decisions on how to address participants' needs in the classroom;
- Collaborating and partnering with university providers to ensure the ITT curriculum integrates with and incorporates the Teach First modules fully and effectively;
- Designing and coordinating the implementation of training for staff delivering the Teach First curriculum;
- Surveying, examining and remaining current on the approaches of external training and development organisations to support constant improvement of our Teach First programme.

Competencies, Skills, Characteristics and Experience Required:

- Experience designing and delivering (or training others to deliver) ITT and Leadership Development curriculum;
- Manage and develop direct reporting staff;
- Experience of managing collaborative 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 a professional development programme within education;
- Approve decisions, requests and recommendations according to agreed guidelines and policies.

Person Spec

- Belief in the organisation's mission;
- Proven project management skills;
- The ability to analyse and present findings ;
- 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;
- Excellent organisational skills and the ability to assess, prioritise and manage a varied workload;
- A good team player but also the ability to work under own initiative to meet deadlines;
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organisation;
- Ability to collaborate with and influence others across organisational boundaries.
- Proven ability to work with and build strong relationships with Senior Management.

Location: London preferred

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:

To apply:

Send the following materials to the attention of Sharon Blakeman 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
Immediate Manager			