

<b>Job Title: Leadership Development Officer</b>	<b>Regions:</b> Positions available in all regions, London, East Midlands, West Midlands, Yorkshire and North West.
<b>Reports to: Regional Director or Senior Leadership Development Officer in the particular region</b>	<b>Line manages:</b>
	<b>Date: August 2010</b>

### About Teach First

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 our two-year Leadership Development Programme. This is aimed at ensuring that 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 as Teach First Ambassadors (alumni).

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 Teach First Ambassadors, joining a rapidly growing community of individuals committed to improving education. Some remain as excellent teachers and leaders in their schools, whilst others take on positions of responsibility in a variety of sectors. Whatever route they take, Teach First works to mobilize, equip and inspire them to achieve its mission through a range of initiatives including Teach On, Governance for Change and our Higher Education Access Programme for Schools (HEAPS).

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 £4.5 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](http://www.teachfirst.org.uk)

Statistics show:

- In 2009, one in five 11-year-olds did not reach the National target of Level 4 in their English and maths tests. (DCSF. 2009).
- In 2009, pupils known to be eligible for free school meals were half as likely to have achieved 5 or more A\*-C grade GCSEs or equivalent including English and mathematics compared to pupils not eligible for free school meals. (DCSF. 2009).
- According to a 2008 survey, 28% of young people with no qualifications spent more than 12 months not in education, employment or training (NEET), compared to 1% of their peers who attained 5 or more GCSEs at A\* - C. (DCSF. 2009).

One thing can change these statistics: excellent teachers and excellent school leaders.

Teach First aims to close this achievement gap by helping top graduates become excellent teachers in schools in challenging circumstances, committed to leading in their classrooms and overcoming the obstacles of deprivation in order to increase the access, achievement and aspirations for the thousands of young people that lack the opportunities that many others take for granted. Long-term, our goal is to develop our Ambassadors into leaders who will create the systemic change necessary to improve these statistics in a national scale.

Teach First:

- Recruits, trains, places and supports 500-600 exceptional teachers per year who can make a real difference in the most challenged secondary and primary schools throughout London, the North West, Yorkshire, and the East and West Midlands.
- Aims to build a new generation of leaders committed to advancing education, inside or outside of the classroom, through the Teach First Ambassador movement.

**Job Purpose:**

Teach First is seeking Leadership Development Officers (LDO) to guide and develop participants to achieve results with their students and inspire participants to become lifelong change agents to address educational disadvantage. Leadership Development Officers support a cohort of approximately 45 participants to develop them as leaders in the classroom and beyond. This is achieved in two ways. First, LDOs lead participants to set a vision and ambitious goals for their pupils' success, create a great classroom environment, plan strategically and deliver effectively, and engage in data-based problem solving to increase student access, aspiration and achievement. Second, LDOs engage the participant with the Leadership Development Programme's units (Leading Learning, Leading People and Leading Organisations) and support their development of leadership skills, values and competencies linked in with studies in all three areas. In the short term, the outcome of the LDOs' work with participants ensures that their pupils make above average progress, therefore impacting the educational prospects of thousands of pupils each year. In the long term, the outcome of the LDOs' impact ensures that participants become Ambassadors who are effective leaders in education and beyond. LDOs gain valuable management and instructional leadership experience that serves as a springboard for future leadership positions within Teach First, schools, the public, private and non-profit sectors, and further academic study.

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

- Approximately 45 participants
- University Tutors
- School Mentors
- Headteachers
- A Leadership Development Department of around 55 people in 7 teams

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

- Defining and working toward a vision and goals for bolstering pupils' access, aspiration and achievement and participant leadership in schools within the placement region
- Supporting a group of approximately 40- 50 participants to achieve ambitious outcomes in their classrooms
  - Building relationships with participants and investing them in their goals and their potential impact
  - Coaching and developing participants to establish the foundations of their classrooms: vision and ambitious goals, strategic plans and rigorous assessments
  - Visiting participants in their classrooms to gain a context for pupil progress towards goals, to aid in reflective data-driven conversations
  - Analysing pupil data and problem solving with participants to prioritise the teacher actions that most impact pupil progress

- Designing and executing individual and group learning experiences (Leading Learning Groups, Professional Learning Days, etc) to ensure that participants acquire critical knowledge, skills, and mindsets to increase their proficiency
- Supporting the work of the three Leadership Development Units (Leading Learning, Leading People and Leading Organisations) by helping participants in identifying their skills and knowledge development needs and facilitating them in using their 'taught learning' and applying it in the school context.
- To communicate effectively messages from Teach First and the Leadership Development programme relevant to each participant.
- Ensure all data on your participants and their schools is accurate and kept up to date.
- Support participants pastorally to build investment in the region, cohort, and Teach First mission
- Lead and mentor participants to gain the insight and commitment to transition into our Ambassador movement as leaders continuing to address educational disadvantage
- Building strong relationships with school leaders, mentors and Regional Training Providers, to facilitate effective school placements and establish lasting partnerships

Support other departments on achieving organisational goals as needed, including, but not limited to, recruitment and selection of future cohorts of participants, staffing the Summer Institute and Leadership Development programme, and feeding into National Leadership Development initiatives,

#### **Knowledge and Skills**

- Defining and achieving a vision that is aligned with goals and priorities
- Operating with urgency and sense of possibility to achieve ambitious, measurable results
- Analysing data to draw accurate conclusions and guide daily actions
- Making informed, timely decisions and using sound judgment to prioritise actions
- Tracking tasks, assessing progress, and following through on the execution of plans
- Developing and cultivating relationships and networks in order to achieve results
- Inspiring committed and positive action toward individual and organisational goals
- Exemplifying Teach First's core values: Collaboration, Commitment, Excellence, Integrity and Leadership

#### **Education and Experience**

- At least 2 years teaching experience
- Teach First Ambassador preferred
- Degree (or equivalent)
- Excel experience preferred
- Coaching and Mentoring experience preferred

#### **Other Information:**

- Willingness to work some evenings and weekends to support and facilitate participant continuing professional development
- Significant travel throughout the region required
- Occasional travel to other regions
- Significant time commitment during the annual six-week Summer Institute, including 3 weeks spent residentially at the National portion of the Summer Institute (July-August)

#### **Location:**

- North West: 40 Princess Street, Manchester, M1 6DE
- East Midlands: Embankment House, Electric Avenue, Nottingham, NG80 1EH
- West Midlands: St. George House, Hill Street, Birmingham, B5 4AN
- Yorkshire: 1 City Square, Leeds, LS1 2ES
- London: 4 More London Riverside, London, SE1 2AU

**Salary Band:** £26,500 - £33,000

**Benefits:** A generous performance related award 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 office closure), participation in the employee pension scheme (with an employer contribution of up to 6%) and private healthcare insurance policy, life assurance and income protection, childcare voucher scheme and interest free travel season ticket loan.

**Closing date: March 12<sup>th</sup> 2010**

**For More Information, please contact:**

- North West: Rhys Parry, Regional Director, [rparry@teachfirst.org.uk](mailto:rparry@teachfirst.org.uk)
- East Midlands: Matthew Sheldon, Regional Director, [msheldon@msheldon@teachfirst.org.uk](mailto:msheldon@msheldon@teachfirst.org.uk)
- West Midlands: Jo Graham, Regional Director, [jgraham@teachfirst.org.uk](mailto:jgraham@teachfirst.org.uk)
- Yorkshire: Lis Roberts, Regional Director, [lroberts@teachfirst.org.uk](mailto:lroberts@teachfirst.org.uk)
- London: Briana Downey, Regional Director, [bdowney@teachfirst.org.uk](mailto:bdowney@teachfirst.org.uk)

**To apply:**

Please send a copy of your CV with cover letter for the attention of Sharon Blakeman [hr@teachfirst.org.uk](mailto:hr@teachfirst.org.uk) quoting reference number TF003 on your application.

	Name	Signature	Date
Immediate Manager			