

<b>Job Title: Programme Officer</b>	<b>Division/Dept:</b> Positions available in all regional offices, London, East Midlands, West Midlands, Yorkshire and the North West	
<b>Reports to: Regional Director</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)

### Job Purpose:

Teach First is seeking Programme Officers who will serve to oversee the Leadership Development Programme nationally and for each region. Programme Officers are responsible for the high quality and consistent delivery of the Leadership Development Programme, including sourcing high quality partners to deliver the programme and ensuring the logistics are in place for all components of the programme. They also consult on the national development and direction of the Leadership Development Programme.

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

- All participants in the region (across two cohorts)
- All partner organisations in your region and up to 100 supporting organisations/individuals
- A number of project/event budgets
- 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).*

You will work closely with the Regional Director, the Leadership Development Officers and the Coordinator as part of the regional team. You will also work in collaboration with programme officers in each of the 5 Teach First regions as well as with the National Leadership Development Team. Together these 6 teams develop the programme that is then delivered at a regional level taking into account regional differences and context. Below are the main areas of responsibility.

### **Programme Development & Delivery**

Delivery of the Leadership Development Programme within the region. This will include the Leading Learning Groups, Leading People Workshops and Coaching. Activities might include but are not limited to:

- Sourcing and matching of up to xx volunteer coaches with participants
  - Planning and executing events
  - Developing relationships with partners delivering training
  - Sourcing speakers for panel events
  - Planning the year round regional calendar
  - Sourcing venues
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- To effectively evaluate each regional event/programme and to respond with regional developments as appropriate. To work in collaboration with the National Leadership Development team to look at national evaluation identifying trends and contributing to programme development. To maintain and track regional data on participation in the Leadership Development programme and supply this to the national team as necessary. This will ensure consistency of experience for participants across regions.
  - Teach First offers an option for participants to undertake a Masters degree with a partner university. This role would manage or co-manage the relationship with the university and work with the national team to ensure consistency across the country and to develop the masters further.
  - Working with the regional coordinator to support on national elements of the Leadership Development Programme such as the Leading Organisations Days and also the Teach First Conference, this will involve communicating effectively with participants and ensuring logistical arrangements for travel and accommodation are considered and implemented.
  - To work closely with the National Leadership Development Team to communicate programme messages effectively to participants, schools and partners. To monitor and manage regional elements of communication channels such as the email blast and ParticipantNet.
  - To contribute to programme development through participation in regular cross region and national programme development calls and meetings, feeding into programme policy, structure and sharing best practice on implementation.

### **Summer Institute and Initial Teacher Training**

The National Initial Teacher Training Partnership (NITTP) team are responsible for coordinating the planning and delivery of the Summer Institute. The regional teams will work closely with Regional Training Providers who deliver the Summer Institute (in collaboration with Teach First) and who support participants in their initial teacher training in year 1. Responsibilities linked to this may include:

- To collaborate with the NITTP team develop the structure and content for the six week summer institute and to assist in the delivery of the final three weeks of the summer institute.
- Take specific responsibility for the delivery of the first three weeks of the Summer Institute in the region in close collaboration with the Regional Training Provider.
- To liaise with the Regional Training Provider during the first year to share information in order to best support participants in region and develop related pastoral strategies.

### **Other Responsibilities**

- To work with the national Ambassador team to effectively support ambassadors in the region and facilitate their support of the region. To work with them to effectively transition participants to becoming ambassadors of Teach First. Activities may include assisting with careers events and the sourcing of up to

60 summer projects for participants to undertake between years one and two.

- To contribute to, develop and organise other pastoral and social initiatives within the regions such as the Social Secretaries, drop ins, winter balls etc...
- Support other Teach First initiatives including graduate recruitment, assessment and external relations as required.

**Experience/ Qualifications**

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

**Location:** This position will be based in one of our regional offices. This role will require regular travel throughout the region as well as to other regions.

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

**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 TF004 on your application.

	Name	Signature	Date
Immediate Manager			