

Job Title: Regional Director North East	Division/Dept: Leadership Development	
Reports to: Senior Regional Director	Line manages: NE Team	Date: Sept 10

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 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

Job Purpose:

We are seeking an individual with excellent relationship management, leadership and development skills who is committed to improving education through leading and managing the Teach First North East region. The job purpose is to set up, develop and manage Teach First's programme in the North East – including a new team and office.

From day one you will:

- Set up a new office and related systems to support the programme.
- Recruit schools to take part in the programme
- Oversee and direct the placement of graduates into schools, working closely with the schools to ensure the graduates are placed appropriately into supportive environments.
- Oversee and direct the professional training and pastoral support for approximately 40 top graduates

recruited by Teach First to teach in challenging schools in the North East.

- Manage and coordinate the delivery of an intensive six-week programme to prepare the graduates for their teaching role.
- Work effectively with head teachers and senior management at our teacher-training providers to ensure the quality of the programme and its continuous improvement.
- Manage a team of staff in the North East and be a member of the Teach First leadership team.
- Work effectively with sponsors, partners and with the rest of the Teach First staff.
- Support other Teach First initiatives including graduate recruitment, assessment and leadership development as required, nationally and regionally.

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

- The programme will recruit a cohort of approximately 40 graduates in its first year.
- A team of 3 staff to manage the office and programme management functions
- Your line manager - Senior Regional Director
- The TF Leadership Team (CEO, Directors, Regional Directors and Associate Directors)
- Other members of TF staff
- School staff, especially Head teachers
- Your Regional Training Provider and Masters granting institution
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Key Accountabilities:

Responsibilities for managing the North East programme – including participants, staff, training providers, partners and all related activities

Overall responsibilities include to:

- Lead the region to ensure a high quality and consistent programme of leadership development.
- Develop strong, collaborative relationships with schools and regional training providers to ensure a coherent and consistent high quality programme for participants to gain a PGCE.
- Work with graduate recruitment and direct the team to ensure that Teach First efficiently recruits, selects, places and supports the best graduates to become the most effective, high-quality teachers in the North East.
- Set objectives for the North East team and ensure these are met via regular one to ones and ongoing performance management. Report to HR on all staff related matters on a regular basis as required.
- Ensure the Teach First North East operation uses its funding as efficiently as possible to achieve its mission and report on all financial matters on a regular basis as required.
- Integrate the Teach First Ambassadors programme into the North East operation.

Responsibilities within the Leadership Development department

- Planning and achieving Leadership Development goals
- Planning and meeting regarding Leadership Development budget
- Accountability for the work of all North East staff
- Development components of the training for North East teachers in collaboration with the national team, and integration of the National ITT Partnership and Regional training programmes.
- Reporting to the line manager and the CEO as appropriate on the overall Teach First strategy for leadership development
- Collaboration with other TF departments regionally and nationally

Planning, delivery, and evaluation of the programme

- Planning with team members to ensure that leadership development of teachers is efficient and effective and that the programme meets all stated goals.
- Placement of approximately 40 participants starting in 2011 in North East schools.
- Leading the department and the programme to ensure that all TF teachers achieve a PGCE in year 1.
- Overseeing the development of 2011 North East Summer Institute.
- Ensure participants are supported in gaining sufficient credits to achieve Ambassador Status.
- Respond and act on internal and external evaluations
- Troubleshooting and ongoing improvement.

Development of key regional partnerships to ensure an effective programme

- Schools and related groups (i.e. schools advisory group)
- Regional Training Provider and related groups (i.e. planning and delivery committees)
- Government
 - Training and Development Agency for schools
 - Department for Children, Schools and Families
 - OFSTED

Responsibilities for External Relations

Identifying, cultivating and managing stakeholder relations

- Business sponsors
- Leadership programme delivery partners
- Ensure the identification and development of new opportunities for financial support for North East operations, amongst local sponsors and partners.
- Work to increase local awareness of Teach First through effective relations with all stakeholder groups identified.

Competencies, Skills, Characteristics and Experience Required:

- Appropriate administration, budgeting, monitoring, reporting, communication and liaison skills
- Self development and continuing personal development
- Effectively recruit, train, evaluate, motivate and delegate to staff. Monitor staff and performance.
- Business Planning
- Ability to contribute to company strategy and policy making
- Manage and control departmental expenditure within agreed budgets
- Good presentation skills
- Relationship building skills
- Partnership Management
- Belief in the organisation's mission

Person Spec

- Full range of strategic management and leadership skills
- Demonstrates the ability to make and take responsibility for sound and far reaching decisions
- Experience of managing multiple projects
- Financial and budget management skills
- Ability to assess and plan for future needs
- Ability to plan and prioritise own workload and that of others
- Displays up to date knowledge
- Displays good inter-personal skills at all levels
- Lateral thinking and analytical skills
- Problem solving skills

Location: Your base will be in the North East, probably in Newcastle, with regular travel to the Teach First national headquarters in London Bridge, London as well as throughout the North East region. This job will also involve limited travel around the rest of the UK.

Salary Band: £33,000 - £50,000

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: 12th March 2010

To apply:

Please send a copy of your CV with cover letter for the attention of Sharon Blakeman hr@teachfirst.org.uk quoting reference number TF006 on your application.