

<b>Job Title: Interim Associate Director of National Leadership Development</b>	<b>Division/Dept: Leadership Development</b>	
<b>Reports to: Director of Leadership Development</b>	<b>Line manages: team of 8, 4 direct reports</b>	<b>Date: Interim contract with potential to be permanent. To start as soon as possible until 17 Dec.</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 7th 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:

The Leadership Development department oversees the two year participant programme, including all regions nationally. Three teams work within the Leadership Development department: Regional teams, National Leadership Development and the National Coordination of the Initial Teacher Training Partnership. The National Leadership Development team is responsible for design and development of the programme as well as overseeing delivery of national elements and events. The National Coordination of the Initial Teacher Training Partnership coordinates and facilitates the Regional Training Providers to ensure high quality and delivery of the Summer Institute and the QTS training. The Regional Teams oversee the development and delivery of the programme in our programmes nationally as well as ensuring a strong regional presence and relationships with education, business and government.

The Associate Director of Leadership Development is responsible for design and development of the Leadership Development Programme. This involves directly overseeing communications, programme development and curriculum and the Leading Learning support function. The Associate Director will have a detailed focus as well as an eye to the strategic development of the team and the Leadership Development Programme. The team has

recently grown and as a result restructured, there is also a great opportunity for development work over the coming years to further define the training and development on offer to our participants to enable them to best address the mission in both the long and short term. This six month position is to provide stability as we undertake a longer job search for the permanent post.

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

- Staff across the organisation.
- Approximately 1000 Participants on the Teach First Programme situated in five regions across the UK.
- Relations with supporters and partners in conjunction with External Relations.
- Working within a Leadership Development Department of approximately 50 people.

**Key Accountabilities:**

- **Programme Development** – To lead work on defining the skills and competencies that a participant as a leader needs at the end of the two years a) to have been an effective classroom teacher and b) to be a successful ambassador (leader for the long term). This will then be used to inform graduate recruitment and the ongoing training in the ambassador department as well as the Leadership Development curriculum. This responsibility will involve: research into leadership development, the coordination of sponsors and supporters to advise on the outcomes and methodologies employed in our programme, attending meetings and presenting internally and externally.
- **Continuous planning** -To facilitate cross regional best practice sharing and information flows through programme development days and calls with regional and national team members working in collaboration to develop the programme.
- **Team Leadership and Management** - Oversee the three areas of the team: communications, the Leading Learning support and programme and curriculum development. This includes working with the team leaders to determine priorities and strategy. The team is recently structured and therefore will need support in defining direction, strategy and working together and outwardly.
- **Quality Assurance** – Work with the national and regional teams for developing methods to determine look and quality and consistency across the programme, this may include but is not limited to the development of handbooks for areas of the programme that can then be used as guidance by the regional teams e.g. handbooks on communication procedures, policies, coaching, workshops, running events etc. Development of an observation and feedback protocol to enable colleagues to observe and feedback on areas of work and delivery, to look at how to effectively use evaluation in the development of the programme and to re-examine the look and feel procedures and to quality assure implementation.
- **Partners** - To develop a partner strategy focused on quality implementation across the regions and as part of this to engage with business and top providers of leadership training to inform and improve ours. This will involve working in collaboration with External Relations & Ambassador departments (especially Teach On and Governance for Change) to ensure successful delivery.
- **Member of the Leadership Team** – This post is a member of the Leadership Team, feeding into organisational strategy.

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

- Significant experience of project and programme management and the ability to support a team in developing these skills
- Extensive experience of managing multiple projects
- Significant experience contributing to company strategy and policy making
- Experience in working with a national design to regional implementation structure (desired)
- Proven track record in leading a team, including recruiting, training, monitoring, evaluating, motivating and delegating to staff
- Extensive experience in administration, budgeting, monitoring, reporting, communication and liaison
- Ability to control departmental expenditure within agreed budgets
- Full range of strategic management and leadership skills
- Knowledge of the field of leadership development and learning and development to inform content and

methodology used in the programme

- o An understanding of training needs analysis and evaluation mechanisms for training
- o Experience of diagnostic assessments, 360s, self development frameworks e.g. Myers Briggs etc... (desirable)
- o Experience of delivering training and development programmes, both from a planning and delivery perspective (desirable)
- o Familiarity with coaching models and frameworks (desirable)

**Person Specification**

- o An awareness of teaching and the education profession
- o An awareness of the learning and development sector
- o Ability to work independently and to take ownership of area and activities
- o Demonstrates the ability to make and take responsibility for sound and far reaching decisions
- o Ability to assess and plan for future needs
- o Displays good inter-personal skills at all levels
- o Lateral thinking and analytical skills
- o Problem solving skills
- o Ability to work at a departmental and wider organisational level
- o Belief the Teach First mission
- o Belief in Teach First's values of Commitment, Collaboration, Excellence, Integrity & Leadership
- o Self development and continuing personal development

**Location:** Teach First National Office in More London, London Bridge. Please note that extensive travel will be required for this role to the regions outside of London, this also includes being based outside of London for up to six weeks during our Summer Institute for new teachers. The national team is not all based in the National Office and some direct reports are currently based outside of London.

**Salary Band:** £36,000 - £50,000 pro rata

**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.

**Proposed Interview Dates:**

First round – Friday 30<sup>th</sup> July  
Second round – Tuesday 3<sup>rd</sup> August

	Name	Signature	Date
Immediate Manager	Amanda Timberg		