

INTERNAL USE ONLY

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Version date:	16 05 2018
Role Number:	#
Contract Type:	Fixed
Location:	London (North)
Hours:	Full time
Level:	2
DBS required:	Enhanced
Salary:	£31,510

School Partnerships Lead

Purpose of the team:

Individuals joining Teach First (Participants) sign up for a two-year training programme called the Leadership Development Programme (LDP). The London North team oversees the delivery of the LDP in the region. The LDP gives Participants the opportunity to gain their PGDE, QTS and NQT abilities. From communicating with Participants once they've been recruited, through to the time they complete the LDP and become Teach First ambassadors, the team ensures that every aspect of the LDP runs smoothly and supports Teach First's vision.

Purpose of the role:

The School Partnerships Lead is responsible for developing and implementing a strategy for school partnerships which increases the breadth of our school relationships through recruitment of new schools and deepening existing school relationships by connecting schools to the wider Teach First network of partners. The School Partnership Lead will align his/her strategy for school partnerships with the wider Local Area strategy and ensure that the work done complements that of the wider local area team.

At this level you will:

- Report to the Local Director
- Work closely with School Partnerships Manager
- Complete our mandatory e-learning/training on Child Safeguarding, EDI, Data Protection, Health & Safety and CRM within your first three months and re-engage with refreshing training as required. Please note some roles will require a higher level of training in some areas and you will be required to undertake this where necessary.
- Familiarise yourself and work in line with Teach First guidance and policies, seeking clarification where necessary.

Your responsibilities will include:

- Working with the Local Director and School Partnerships Manager to develop the vision and strategy for high quality school relationships, including a strategy for participant placement in line with Local Area and Divisional strategy and priorities
- Working in partnership with a large portfolio of secondary and primary partner schools, building and maintaining effective relationships with all

- Cultivating the relationships with incoming Participants and supporting them to start of Summer Institute once they have been allocated to London North
- Matching all primary and secondary participants in the London North local area in line with school placement requirements, local area strategy and the wider Teach First vision for children prior to Summer Institute
- Developing new partnerships with primary and secondary schools across the region to secure 100% placement before Summer Institute
- Serve as the main point of contact for schools and head teachers (with some administrative resource to support)
- Presenting the programme and its benefits to schools, developing schools' understanding of its value building relationships, engagement and confidence in the impact of the programme, supporting schools to make requests for Participants alongside creating a pipeline for future school partnerships and placements
- Planning and executing brand building and school recruitment strategies across new and existing partner schools, such as organising meetings, developing communication materials, researching demand online or planning events
- Forming meaningful partnerships with schools around 2022 Fair Education Impact goals, drawing on our network of teachers and contacts across sectors
- Working with our external relations team, facilitating access to schools for external partners and colleagues across the organisation
- Building relationships with key stakeholders (e.g. Academy Trusts, Local Authorities), building alliances and buy-in to achieve project deliverables and pursue long term strategic organisational priorities (with support from the Local Director and School Partnership Manager)
- Recognising where our work puts you, key stakeholders and employees into contact with children and young people and understand your obligations in regards to Safeguarding and the protection of children by completing the mandatory training and reading our DBS and Safeguarding policies.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Relationship Management** - strong relationship management skills with a range of stakeholders; experience communicating to external and internal audiences to aid business development
- **Pipeline Management** - experience managing and developing successful partnerships
- **Project management** - highly effective project management skills
- **Customer Service:** Ability to understand school need, provide appropriate services and take ownership of school satisfaction

Desirable skills and experience:

- **Knowing the Market** - knowledge of ITE and teacher training programmes; experience & knowledge of the secondary and primary school sector

All our employees are expected to model [our values](#) and help others to do so.