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| Contract Type: | Fixed Term - 2 years |
| Level: | 3 |
| Hours: | Full Time |
| DBS required: | Enhanced |
| Salary: | £40,070 |

Participant Development Lead - School Leadership Pathways

Great leadership is a key element of any successful school. Great leaders provide a positive environment and culture within which teachers and pupils can thrive and achieve their full potential.

Teach First recognises the importance of great leadership in schools and is committed to providing our community with access to leadership development programmes that support them in becoming great leaders, whether they are leading a classroom or a school.

Purpose of the department:

The school leadership department was formed in December 2017 and is tasked with designing and delivering high quality leadership programmes that utilise proven and innovative approaches to meet the needs of our community and provide the education system with outstanding and inspirational leaders.

Purpose of the role:

The participant development lead will provide support and guidance to participants on the school leadership pathways programme. They will facilitate and encourage participants to fully engage with all elements of the blended learning model enabling them to maximise their learning. They are accountable for ensuring a high quality final assessment is produced and the participant achieves the final National Professional Qualification.

The participant development lead will:

- Utilise their school leadership expertise and experience to support the development of outstanding leaders to have the greatest impact on their schools, communities and pupils.
- Ensure participants maximise their personal development on the programme by engaging in all elements of the blended learning model.
- Support participants to reflect on and strengthen their leadership skills and behaviours over the course of the programme.
- Support participants to ensure they implement effective strategies to manage their workload.
- Support participant well-being, tracking of progress, identifying areas for development and programme milestones are met.
- Ensure participants successfully complete the programmes and achieve the qualification.

At this level you will:

- **Impact:** Be responsible for the planning of individuals learning through mentoring to achieve positive development of leadership skills and behaviours and successfully achieve accreditation

- **Communication:** Manage the relationships of up to 56 participants
- **Innovation:** Manage the development of participants and devise techniques to support their progression
- **Knowledge:** Use your existing knowledge and experience to guide and mentor participants, supporting their development into outstanding leaders.

Your responsibilities will include:

- Supporting up to 56 participants to be exceptional and impactful leaders.
- Support and track participants access and maximise the impact of the learning opportunities available to them.
- Ensure participants achieve defined outcomes. This will include completion of the programme and achievement of the National Professional Qualification.
- Providing feedback and support to participants on the documented programme outputs. i.e. the documentation required to support assessment (data analysis, school improvement plan etc).
- Providing high quality virtual 1:1 mentoring sessions.
- Facilitation of both national and regional face-to-face delivery events.
- Facilitation of virtual peer learning groups
- Prompt and accurate response to questions from participants via our online portal
- Running follow-up group sessions for absent participants from face to face sessions
- Keeping accurate records of interventions on the Teach First CRM.
- Monitoring the online discussion board and responding to queries
- Providing career development support and guidance
- Monitoring and evaluating participant data to enable timely response to any concerns regarding their engagement in the programme.
- Tracking completion through EdEx platform
- Actively sharing learning and experiences across with other participant development leads to support collaboration and development.

This role will require a basic/enhanced DBS check. This work will put you in contact with children and young people during face-face events due to the locations of these. As such it is mandatory that you understand your obligations with 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 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:

Technical competencies

- Experience of working in a senior leadership capacity within a school environment
- Evidence of delivering great outcomes for participants through coaching and mentoring.
- Outstanding knowledge of Teachers' Standards
- A minimum of two years' teacher development experience: developing, mentoring and coaching experienced teachers and school leaders

Desirable

- Experience of teaching or leading in a range of schools across England with a particular focus on those serving low-income communities
- Masters-level qualification in education or leadership and/or experience of teaching
- Masters-level qualification
- Experience of innovative coaching and mentoring practices
- Demonstrable knowledge of evidence-based teacher practices and evaluating interventions in a school setting
- Demonstrable expertise in a particular subject or phase pedagogy (Early Years, primary or secondary)
- Hold a National Professional Qualification

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