

## Participant Development Manager - London North

### Purpose of the team:

Teach First is working towards a future where no child's educational success is determined by their socio-economic background. Our local area teams focus on elements of each of our areas of activity, working with participants, ambassadors, schools and head teachers to deliver this vision.

### Purpose of the role:

The Participant Development Manager (PDM) is accountable for excellence participant outcomes in a specific local area. The PDM leads on all local participant impact activity through the line management of approximately fifteen Participant Development Leads (PDLs) whose delivery constitutes a significant factor in the successful delivery of the new Postgraduate Diploma in Education (PGDE) and broader delivery of the Teach First Leadership Development Programme. The PDM works collaboratively with other PDMs nationally.

### At this level you will:

- Report into the Local Director - London North
- Serve as line manager to approximately fifteen direct reports
- Be accountable for all participant outcomes in your local area
- Engage as a member of the Participant Development Manager (PDM) role group by contributing to a culture of sharing good practice and collaboration
- Contribute to all Teach First Areas of Activity to accelerate local impact

### Your responsibilities will include:

- Attracting, developing, and retaining approximately fifteen direct reports to drive outstanding participant outcomes.
- Leading a team that has accountability for participant progress, including:
  - Driving engagement with key reporting tools to monitor participant progress.
  - Ensuring high levels of participant retention, satisfaction, achievement and pupil impact.
  - Providing timely and appropriate support and interventions for participants.
  - Effective orchestration of participant support from all participant support roles.
- Ensuring all PDL activity is aligned with PGDE curriculum and broader Teach First areas of activity.
- Managing university course leader relationship, to ensure effective management of escalated participant issues
- Oversight of the provision of a high quality local programme of mentor training, support and development utilising national resources and approaches alongside locally driven interventions via local PDLs and university tutors.
- Working collaboratively with PDMs to develop good practice nationally.

*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:

- Substantial experience of people management and development, with the ability to provide team direction and build an effective team, empowering and enabling direct reports to act independently and solve problems on their own.
- Experience of addressing performance issues fairly, positively and promptly. Able to provide ongoing, future focused, constructive, timely and specific feedback to others about their development and progress
- Proven ability to encourage and facilitate collaboration across teams.
- Knowledge of stakeholder management approaches to enable the development of a network of external stakeholder relationships of benefit to the team and organisation.
- Excellent problem solving and issue resolution skills in order to act as an effective escalation point.
- Experience of using a range of data sources to collect, interpret and deploy information to improve delivery within own area.
- Prior experience of working in the education sector and commitment to Teach First's vision and mission.

### Desirable skills and experience:

- Experience working in the Initial Teacher Training sector including developing and coaching teachers in a broad range of contexts.

**All our employees are expected to model our values and help others to do so.**

### Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

### How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

### Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. First round interviews for this role will be held on 24th October 2018 and second round interviews will be held on 29th October 2018.