

Contract Type:	Fixed Term until January 2020
Hours:	37.5
Location:	London
DBS:	Enhanced
Level:	2
Salary:	£31,510 plus roles based in London will receive £3000 London Weighting Allowance

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## School Partnership Lead - London

### Purpose of the team:

The School Partnership team is accountable for developing and implementing a strategy for school partnerships across the Region. This will incorporate increasing the breadth of our school relationships through recruitment of new schools and developing existing relationships.

### Purpose of the role:

The School Partnership 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 their strategy for school partnerships with the wider London strategy to ensure that the work done compliments that of the wider regional team.

### At this level you will:

1. **Impact:** Work closely with schools to place participants who will thrive in the classroom and contribute to the success of the region
2. **Communication:** Build excellent working relationships with colleagues in partner schools and internally
3. **Innovation:** Confidently able to find solutions to issues that may arise within the region, escalating to the School Partnership Manager or Regional Director as appropriate
4. **Knowledge:** Able to use regional knowledge to work independently in line with requirements of the role, contributing as an active member of the wider London team

### Your responsibilities will include:

- Working with Regional Director and School Partnership team to develop the vision and strategy for high quality school relationships, including a strategy for participant placement in line with London strategy and priorities
- Working in partnership with a large portfolio of partner schools building and maintaining effective relationships with all
- Cultivating relationships with incoming Participants and supporting them to the start of Summer Institute once they have been allocated
- Matching participants in line with school placement requirements, regional strategy and the wider Teach First vision for children prior to Summer Institute
- Developing new partnerships with schools across the region to secure 100% placement before Summer Institute

- Being the main point of contact for schools and head teachers (with some admin resource to support)
- Presenting the programme and its benefit 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 placement
- Planning and executive 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
- Working with our external relations team, facilitating access to schools for external partners and colleagues across the organisation
- Building relationships with key stakeholders building alliances and buy-in to achieve project deliverables and pursue long-term strategic organisational priorities (with support from the Regional 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 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:

- Recognised within the marketplace as a recruitment specialist or subject matter expert with in-depth understanding of both sector best practice and future trends.

#### Pipeline Management:

- Experience of managing existing relationships and negotiate, developing tactics to generate, manage and cultivate leads

#### Customer Service:

- Able to understand school need, provide appropriate services and take ownership of school satisfaction

### Desirable skills and experience:

#### Knowing the Market:

- Background in teaching/knowledge of ITE and teacher training/experience in school or related educational context

**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

**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. For this role first round interviews are likely to take place on 8<sup>th</sup> and 9<sup>th</sup> January with second round interviews on the 15<sup>th</sup> January.