

Contract Type:	Permanent
Hours:	22.5
Location:	South West
DBS:	None
Level:	2
Salary:	£31,510 (pro rata)

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## School Partnerships Lead (0.6 job share)

### Purpose of the team:

The School Partnerships team work closely with Headteachers and leaders of Multi Academy Trusts to plan and deliver a two-year Leadership Development Programme (LDP) along with new Teach First programmes. Much of this work is to cultivate relationships with new schools and Trusts as well as with incoming participants to place them in their employment schools. This team also works closely with the Participant Development team to support participants' development and retention throughout the LDP and other new programmes. 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.

Please go to [www.teachfirst.org.uk](http://www.teachfirst.org.uk) for more information about the LDP and other Teach First programmes.

### Purpose of the role:

The School Partnerships Leads (SPLs) are both part-time roles that share the responsibility for 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. This role is moving to a job share to enable flexible working while increasing capacity in the team.

### At this level you will:

1. **Impact:** Work closely with the SPL job share to support the School Partnerships Manager to develop the strategy for high quality school relationships, including participant placement in line with regional and national priorities
2. **Communication:** Build excellent working relationships with colleagues in partner schools and internally, serving as the main point of contact for your portfolio of schools and participants (with some administrative resource to support)
3. **Innovation:** Identify opportunities for partnership with a solutions-focused approach to the challenges facing schools and new participants within the region, working closely with your SPL job share and the School Partnership Manager
4. **Knowledge:** Use regional knowledge to work in line with the wider priorities and requirements of the role, contributing as an active member of the South West regional team

### Your responsibilities will include:

- Cultivate new partnerships with primary and secondary schools to host incoming participants and other Teach First programmes through
  - presenting the LDP and other programmes to develop Headteachers' engagement, confidence and understanding the benefits of investing in a Teach First partnership

- building relationships with key senior and executive 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)
- 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
- Ensure clear and effective communication with all stakeholders.
- Support schools to make requests for participants alongside creating a pipeline for future school partnerships and placements.
- Cultivate and manage relationships with incoming Participants and supporting them to start of Summer Institute once they have been allocated to the South West.
- Effectively match participants in the South West region in line with school placement requirements and regional strategy prior to Summer Institute.
- Recognising where our work puts you, key stakeholders and employees into contact with children and young people and understand your obligations regarding 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:

#### Knowing the market:

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

#### Communicating and influencing:

- Strong communication and relationship building skills with internal and external stakeholders
- Strong presentation skills to a range of stakeholders
- Experience working with a range of stakeholders, including senior and executive school leaders
- Working collaboratively in a team
- Ability to contribute to developing and implementing a results-oriented strategy

#### Pipeline management:

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

#### Project management:

- Ability to plan and prioritise own workload and that of others who support you
- Highly effective project management skills

### Desirable skills and experience:

#### Knowing the market

- Middle or senior leadership school experience
- Awareness of regional and national educational priorities for school improvement
- Experience & knowledge of the primary and secondary school sector
- Awareness of mental health and wellbeing

#### Manging and developing others

- Mentoring experience of trainee teachers

- Knowledge of ITE and teacher training programmes

#### **Managing change**

- Experience of school improvement and performance management

**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 will take place on 23<sup>rd</sup> January 2019 and Second Round Interviews will take place on 29<sup>th</sup> January 2019.