

Participant Development Manager -Secondary Phase

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 the London. The PDM leads on all regional impact activity through the line management of approximately 11 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:

1. **Impact:** Accountability for Participant outcomes within the region
2. **Communication:** Engage as a member of the Participant Development Manager role group by contributing to a culture of sharing good practice and collaboration
3. **Innovation:** Contribute to all Areas of Activity to accelerate regional impact
4. **Knowledge:** Have a strong understanding of stakeholder management approaches which enable the development of a network of external stakeholder relationships

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:

- **Managing & Developing Others:**
 - Substantial experience of people management and development with the ability to provide team direction and build an effective team
 - Able to empower and enable direct reports to act independently and solve problems on their own
 - Comfortable addressing performance issues and doing so fairly, positively and promptly
 - Able to provide on-going, future focused, constructive and timely feedback to others about their development and progress
 - Proven ability to encourage and facilitate collaboration across teams

- **Knowing the Market:**
 - Knowledge of stakeholder management approaches to enable the development of a network of external stakeholder relationships of benefit to the team and organisation
 - 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.