Careers Programme
Lead

The role

The rundown: You’ll be responsible for delivering our Careers Leader programme. The programme develops middle and senior leaders in school as Careers Leaders, so they are able to champion an approach to careers/employability that improves post-school success for pupils.

Knowing about careers provisions in UK schools is key to this role. You’ll not only know what good practice looks like but you’ll understand the challenges schools face.

You’ll be spending time outside of the office. Travelling across the region is an expectation of this role. In non-London regions, you must hold a full UK driving license with access to your own car to travel between schools.

The detail: day-to-day work

- You’ll support colleagues to recruit schools to the Careers Leader programme and support schools to understand the programme
- Managing a designated portfolio of Careers Leaders to support and train them on the programme
- Leading group and individual training sessions for Careers Leaders on our programme. You’ll be a comfortable presenter and a strong coach
- You’ll use education and careers sector expertise to support the training of Careers Leaders
- Being an active part of our Careers Programme Lead community. Developing best practice nationally
- Staying compliant is vital to our interactions and you’ll record your interactions with schools using our customer relationship management system accurately and in a timely manner
- Understanding your Safeguarding obligations and the protection of children and young people by completing mandatory training and staying up to date on relevant policies.

You’ll take ownership for:

- Recruiting and retaining schools and Careers Leaders on our programme
- Delivering the best support to your Careers Leaders and ensuring they have a positive experience on the programme
- Building strong relationships with school leaders and teachers
- Supporting the outcomes, successes and improvements of the programme
About you

The essentials:

- **Relationship management:** You’re able to build strong, credible relationships with school leaders.
- **Developing others:** You have experience in developing the knowledge and skills of others, through group sessions and one-to-ones.
- **Facilitation and content delivery:** You’ll be a confident facilitator and presenter who can inspire their audience.
- **Knowing the Market:** You’ve got prior experience working in the careers and/or education sector. You’re passionate about what we want to achieve.

The nice to haves:

- Experience of delivering either initial teacher training or teacher professional development.
- Able to plan and prioritise workload in a fast-paced environment and adjust to changes.
- Comfortable working autonomously in a geographically dispersed team frequently travelling to schools across the region.
- Experience of teaching and/or developing teachers in schools in low income communities.

The main responsibilities of this role are described here. As our needs as a charity change, we may need to make reasonable changes from time to time.

We succeed when we work together. Here’s who you’ll be working with regularly:

- Regional Director (your line manager)
- Careers Programme Leads (peers)
- Regional school partnership colleagues
- The central and recruitment teams working on the Careers Leader programme

More info on how the role fits in with the rest of the team and charity:

This position is a level 2 role. Take a look at our role levels and where you’ll fit in.

You’ll report to: Regional Director
More about working for us

There’s lots of great stuff about working here. For full details pop over to our webpages.

Our culture: We live by our principles. They underpin our culture and identity. And inform everything we do. Find our more about our cultural principles.

Diversity and inclusion: Together we’re creating a culture where everyone, from any background, can do their best work. We want you to be able to bring your whole self to work. Find out more about what we’re doing to improve our diversity and inclusion.

Our benefits: Our mission is critical and the work’s important, but so’s your life. We’ve put together a benefits package that means you can live and work well. Find out more on our Working at Teach First webpages.

This role is suitable for agile and flexible working

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That’s fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We’re ready to hear your request. Find out more via our flexible working policy.