



## Job Description: Senior Manager for Delivery (Geography)

**Reports to:** Lead Senior Delivery Manager

**Location:** West London – currently operating an agile working policy with one core day (Wednesdays) in the office. School visits and home working; balance may change from time to time

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £47,000 to £52,000 (depending on experience)

### About the role:

This role offers an opportunity to have a huge impact on hundreds of teachers using Geography Mastery, ensuring they get the maximum benefit for their students, their teaching practice, and their wellbeing.

The successful candidate will be a right hand to the Head of Secondary Geography, taking the lead on all aspects of delivery of Geography Mastery including partner communications, training, professional development and one-to-one school support. They will work with their counterparts in other programmes to agree and implement aligned approaches that ensure that the design intent behind Geography Mastery translates effectively into what schools experience and understand.

The Senior Manager for Delivery will support a caseload of schools directly and will use this and other sources of insight and data to become an expert on the implementation of the Geography Mastery programme. They will be a champion of teacher voices, ensuring this feedback is heard. Where needed, they will use this insight to support recommendations to the Head of Secondary Geography and the broader School Development Team that will equip schools to get more value from our programmes at each stage of their journey.

This is a young programme, and the Senior Manager for Delivery will work flexibly as part of the Geography team to support their colleagues, taking on resource design responsibilities where required.

To be successful in this role you will need to be passionate about Geography teaching and the Geography Mastery programme; have a curiosity and openness to understanding schools' experience in practice; be able to build consensus around pragmatic improvements; and bring high attention to detail to ensure that logistics are managed smoothly, and PD resources are available on time to a high quality.

### Key Responsibilities:

#### **Senior management**

- As part of the cross-functional team leading the Geography programme, contribute to the development of a programme strategy that supports excellence in the context of Geography, and furthers the overall organisational mission, strategy and sustainability
- As part of the senior management of the School Development team, contribute to the shape of delivery and new ways of working across the programmes
- Lead on identified pan-programme delivery projects

#### **Programme delivery**

- Be a champion of customer voice, ensuring customer insights from the Geography programme are heard and inform programme development as a whole, and working with available Ark forums to further develop our understanding of programme implementation at a school and classroom level



- Implement pan-programme delivery decisions in the context of the Geography programme, staying faithful to the programme while maintaining alignment with the school development team as a whole
- Take responsibility for the end-to-end user experience of schools on all packages of the programme, liaising closely with the systems and partnerships team to drive ease of use, and preparing communications that keep customers well briefed in what they need to know to get the most from the programme
- Manage detailed training and PD logistics, for example setting training dates and approving release of additional dates; attempting to anticipate and pre-empt operational challenges such as capped event numbers and make decisions
- Design training and PD learning objectives for the programme, in line with pan-programme decisions and methodology agreed and in close collaboration with the Head of Secondary Geography
- Manage training and PD resource creation for the programme in line with pan-programme formats agreed and organizational branding, keeping all team members well briefed and ensuring resources are produced on time and to a high quality
- Keep design processes and resources for the programme well documented and stored, to support effective management of our IP and other assets and enable future use
- Set guidelines for school development support for the programme to complement training and PD, in line with pan-programme approaches agreed
- Create and deliver training for Development Leads to deliver training and PD and school support to a consistent high standard
- Work with the Head of Secondary Geography to coordinate logistics of external evaluations with Development Leads, building positive relationships with evaluators and ensuring the organization is presented in the best possible light, and coordinating work to keep schools engaged with evaluations where needed

### **School Development Support**

- Engage with ongoing PD and sector thinking, keeping up to date with sector developments, legislative changes, and innovative practice in your subject and in curriculum development and PD delivery, and sharing valuable insights with the broader team
- Maintain a strong understanding of the Geography programme in order to offer high quality training, PD and support in the programme
- Deliver training and PD where required to an excellent standard in line with internal guidelines
- Provide one-to-one school development support across a portfolio of partner schools, ensuring they are supported to implement our programmes successfully to gain the intended immediate and longer-term impact
- Build and maintain positive relationships with partner schools to drive high levels of school retention, ensuring proactive, effective, and timely communication and follow-up
- Share customer feedback (both positive and negative) through formal channels and capture customer insights
- Be proactive in identifying and acting on areas where schools are uncertain and additional guidance or clarification is needed
- Be on the lookout for case studies or other exemplification from our partner schools that can further demonstrate our impact or enhance our training and PD offer
- Manage your time and the scheduling of school support to efficiency in line with the effective management of the charity's financial resources
- Ensure expenditure and expenses are kept within plan and processed in line with policy and procedures
- Keep Salesforce and other records updated as required, tracking agreed measures, and coordinating with schools as necessary to support external evaluations or impact studies



### **Relationship with wider organisation**

- Contribute to the development of the overall programme strategy and structure through cross-functional working and collaboration, especially by feeding back relevant insights gathered from schools to the design and partnerships teams
- Make any spare capacity known as far as in advance as possible, offering this to the Head of Secondary Geography to reduce freelancer design spend where possible/practical
- Keep the partnerships team briefed on delivery for the Geography programme
- Support partnerships initiatives directly when required to support sales and marketing efforts, including leading webinars and information sessions
- Proactively support broader partnerships team priorities, including identifying up-sell and/or cross-sell opportunities and flagging these to the partnerships team, or identifying potential case studies and endorsements
- Support sales and renewals conversations as requested
- Working proactively with the systems team to help them understand how delivery works and to identify and prioritise process improvements



## Person Specification: Senior Manager for Delivery (Geography)

### Qualifications

- Educated to degree level
- Qualified to teach in the UK and qualified to degree level
- Subject specific qualification/further study desirable

### Knowledge & Skills

- Understanding of the education landscape and issues affecting education
- At least five years' teaching experience across at least two key stages
- A proven record in delivering outstanding achievement in Geography, particularly for pupils with low prior attainment in challenging urban schools
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Record of successfully leading change in a school context
- Track record of providing professional development to teachers, including coaching, mentoring and training
- Ability to deliver outcomes working effectively with multiple and varied stakeholders
- Ability to produce written communications that are clear and concise with a tone appropriate to the situation
- Ability to manage logistical planning and oversee timely production of resources
- Confidence in PowerPoint and Excel
- Regular and on-going engagement with training and personal development

### Personal Qualities

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others
- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Commitment to excellence, with strong focus on delivering intended outcomes
- Structured approach, working to clearly defined aims/intentions
- Ability to probe, challenge and question appropriately and strive for continual improvement
- High attention to detail and diligence in achieving smooth logistical delivery
- Demonstrates resilience, motivation, and commitment

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*