

# **Job Description: Director of Teaching School Hub**

**Reporting to: Regional Director**

**Location: Birmingham**

**Salary: 17-21**

**Contract: Permanent**

**Working Pattern: Full Time**

## **The Role**

As the Director of Teaching School Hub, you be responsible for designing and delivering a strategic plan that supports teachers at all stages of development across the South Birmingham hub area. You will deliver against challenging internal and external KPIs and ensure that our provision is of the highest quality, with the South Birmingham hub the destination of choice for career development across the region and beyond.

As a senior leader within the Ark network, you will help ensure that our approaches to staff development and teacher training align across our areas of operation, working alongside both a talented in-house team of teacher trainers and with external stakeholders to establish a golden thread of development across our network.

## **Key Responsibilities**

### **Leadership and Management**

- Day-to-day management of the Teaching School Hub (TSH)
- Alongside the regional finance team, responsibility for developing the business plan and sound financial operation of the teaching school.
- Co-ordination of work across existing training platforms (Ark Teacher Training; in-house programmes)
- Leadership of Early Career Framework, National Professional Qualifications and Appropriate body roles
- Creation of an Ark aligned ethos of high quality, high impact and high expectations across the TSH
- Brokerage and commissioning of services and resources for a range of schools, in the network and outside
- Quality assurance of all aspects of operation, including the impact of provision in line with internal and external KPIs
- Line management of TSH staff

### **Strategic direction and development**

- Develop and deliver the TSH strategy
- Design and implement scalable frameworks, using a structured approach to ensure that changes are implemented successfully
- Codify high leverage aspects of the TSH's work to enable replication across Ark
- Bring to market innovative professional development programmes for in-service teachers, leaders and support staff
- Remain well informed regarding national developments for teaching schools and self-improving school systems, providing appropriate briefing to Ark's Principal, Regional Director and Management Teams

### **External relations**

- Build and maintain strong working relationships with partners, schools, external agencies and key stakeholders to assist system-wide collaboration and school improvement
- Advise and support schools within Ark and across the TSH area
- Seek the views of stakeholders regularly to ensure that the TSH is meeting their needs
- Hold delivery partners to account

### **Design and delivery of professional development**

- Design professional development based on TSH and local needs
- Facilitate professional development within TSH
- QA professional development facilitation process within TSH
- Oversee Appropriate Body work to ensure full requirements are being met
- Plan, allocate, support and evaluate work undertaken by and on behalf of the teaching school, including deployments by national leaders, local leaders and specialist leaders in education
- Respond to changing needs, ensuring capacity to deliver high quality provision

### **Accountability and data analysis**

- Provide information, objective advice and support to the TSH board and the DfE to enable them to meet their responsibilities
- Continuously analyse a range of national and local, internal and external data to gain a stronger understanding of the education sector
- Work with a range of partners to develop teacher and leader strategies based on analysis of local and national data
- Prepare a coherent and accurate account of the TSH's performance in a form appropriate to a range of audiences including the Ark board, TRA, DfE and Ofsted
- Prepare Ark for acquisition of further DfE tenders

### **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## **Person Specification: Director of Teaching School Hub Qualifications**

- Educated to degree level or equivalent
- Professional management qualification desirable
- QTS

## **Knowledge, Skills and Experience**

- Good awareness and understanding of school frameworks and funding
- Good understanding of the DfE's strategic approach to whole career development, and of the technical detail of programmes intended to deliver this (ECF; reformed NPQs)
- Ability to lead effective PD, and coach others to do the same
- Ability to identify and manage potential risks, manage budgets and prepare budget plans that with fully profiled salaries and other costs
- Ability to forecast longer term budgets taking account of value for money, organisational priorities and factors affecting funding/income
- Understanding of effective public sector procurement, tenders and contracts
- Strong relationship, customer service and management experience. In particular, the ability to work with a range of internal and external partners and a successful track record of working with school governors or other boards of directors
- Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS)
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

## **Behaviours**

- A tenaciously held belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Unwavering commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training
- Natural authority and confidence in dealing with people and situations
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- Travel to London, Portsmouth and Hastings.

- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*