

**JOB DESCRIPTION**

**DIRECTOR**

**of the**

**PLYMOUTH TEACHING SCHOOL ALLIANCE**

***This is an exciting and diverse role for an innovative leader who is passionate about shaping the future of school improvement and leadership development across the city and beyond.***

***This is a unique opportunity for a driven, resilient and inspirational individual to develop and build upon the vision for Plymouth Teaching School Alliance.***

The successful candidate(s) must meet the requirements of the person specification. We are an equal opportunities organisation and welcome applications regardless of age, gender, ethnicity or religion.

***Plymouth Teaching School Alliance is committed to the protection and safety of its pupils*** and the successful candidate will be subject to an **enhanced DBS check**.

### JOB DESCRIPTION - DIRECTOR OF Teaching & Learning

**Position:** Director of The Plymouth Teaching School Alliance (Temporary)

**Reports to:** The CEO of Plymouth Learning Partnership, Joint Heads of the Teaching School and the PTSA Strategic Board

**Responsible:** Plymouth Teaching School Alliance (PTSA) & Leadership role within

Plymouth Learning Partnership

**Based at:** Douglass House, Douglass Road, Efford, Plymouth. PL3 6NP

**Scale:** Soulbury 20 – 25 or equivalent, dependent upon Qualifications and Experience ddddddddddddddddd (negotiable)

**Hours:** 3-5 days negotiable, (12 – 18 months Fixed Term Contract Initially)

**Starting Date:** September 2018 **or April 2018 Preferably (by negotiation)**

The job description is subject to general conditions of service of Plymouth Learning Partnership. This job description is not prescriptive and is subject to change, in consultation with the post holder, to meet the changing needs of the PLP and PTSA.

### PURPOSE

The Director of the Plymouth Teaching School Alliance (PTSA) will lead a small team, including a Deputy Director plus the Strategic and Operational Boards of Plymouth Teaching School Alliance. The Director will work alongside the Leadership team of PLP and the joint Heads of PTSA as well as the Teaching School Strategic Board to develop and build upon the vision, scope and remit of the Teaching School. S/he will work to develop partners and partnerships, locally and regionally and to expand the client base for the Teaching School. S/he will work with leaders and teachers across all phases and sectors to meet the vision and goals of the Teaching School to support and develop leadership in promoting the highest possible standards of achievement and wellbeing across the city and beyond.

This is a unique post that requires a substantial level of self-reliance, creativity, innovation, ambition and determination

### KEY ACTIVITIES

* To be responsible the **day-to-day management** of the PTSA including staffing
* To be responsible for the successful delivery of the National College of Teaching and Learning 3 **Core Priorities**:

1. co-ordinating and providing high-quality school-led initial teacher training (ITT);
2. brokering high-quality school-to-school support to spread excellent practice, particularly to schools that need it most;
3. providing evidence-based professional and leadership development for teachers and leaders across their network

* To **generate funding from the Strategic School Improvement Fund** (SSIF)
* To **coordinate and manage grant applications and projects**, including SSIF, in a timely manner, maintaining **accurate financial records**
* Identification, **brokerage and commissioning of school support** across all phases and sectors
* To expand the remit of PTSA operation beyond the Core Priorities, ensuring **long-term** **financial viability and sustainability**
* To work within a **regional network of teaching schools** and the **Teaching School Council SW**
* To adhere to requirements set by **NCTL** and **co-operate with necessary reporting processes**
* To liaise closely with the Heads of the lead schools
* To be responsible for the **Business Plan and sound financial operation** of PTSA
* To generate **reports to key stakeholders**, including the DfE
* To support the development of effective pedagogy in partnership schools, leading to **sustained raised standards across the city**
* To ensure **quality assurance** on all aspects of operation
* To contribute to the excellent provision within PLP and ensure the smooth coordination of service delivery and its admin function relating to the Teaching School activity

### KEY RESPONSIBILITIES

**STRENGTHENING COMMUNITY**

1. Identification, brokerage and commissioning of school support.
2. To further enhance the distinctive culture of the PTSA, which takes account of the richness and diversity of its stakeholders, particularly in strengthening partnerships with secondary colleagues.
3. To contribute to the development of the education system by sharing effective practice, working in partnership with the NCTL, Teaching School Council and other Teaching Schools in promoting innovations and networks.
4. To ensure that the Teaching School offers an appropriate breadth of services, addressing local and national priorities

**SHAPING THE FUTURE**

The Director of PTSA will be responsible, alongside key stakeholders, for developing a vision for PTSA which inspires and motivates the Teaching School partners and community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders.

1. Write grant applications, including to the Strategic School Improvement Fund (SSIF) and secure funding for sustainability.
2. Keep abreast of National & International best practice and developments in the educational landscape
3. Design and develop innovative training and support programmes and Teaching School activities.
4. Contribute to leading-edge developments in teaching and learning and support for teaching and learning across the region.
5. Initiate and lead Action Research projects.
6. Work on own initiative to bring emerging practice to the attention of the Teaching School and Alliance partners.

## STRATEGIC DIRECTION AND DEVELOPMENT OF THE TEACHING SCHOOL

The Director of PTSA will be responsible for working with the CEO of the Learning Academies Trust and High View School Headteacher (Joint Leads of the Plymouth Teaching School Alliance) and our Alliance partners, to develop a strategic direction for the Teaching School. The post holder will be able to analyse and plan for future needs and sustainability, for the further development of PTSA within the local, regional, national and international context.

1. To formulate overall aims and objectives for the Teaching School and implementation plans.
2. To create an ethos and provide educational vision and direction which secures effective relationships between Teaching School partners.
3. To develop with partners all Teaching School plans, policies and operations, including writing bids and accessing additional funding opportunities
4. Secure the commitment of the wider community to the vision and direction of PTSA to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing Teaching School improvement.
5. To ensure that all those involved in the Teaching School are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the Teaching School.
6. To work alongside the Head of Operations to ensure that the management, finance, organisation and administration of the Teaching School support its vision and aims;
7. To manage complex projects involving a range of stakeholders.
8. To ensure that policies and practices take account of national and local data and inspection research findings.
9. To monitor, evaluate and review the effects of policies, priorities and targets of the Teaching School in practice and take action if necessary.
10. Create reports and annual reports, e.g. to the National College and for audit purposes

## LEADING LEARNING AND TEACHING

The Director of PTSA will be responsible for working with the Teaching School Alliance partners to secure and sustain effective teaching and learning throughout the Teaching School Alliance and to evaluate the impact of the Teaching School on teaching and standards of pupils’ achievement, using benchmarks and alongside the local authority, setting targets for improvement.

* 1. To ensure a consistent and continuous Teaching School-wide focus on the 3 Core Priorities.
  2. To ensure that high quality learning and high quality service delivery is at the centre of strategic planning and resource management.
  3. To lead, establish, cascade and embed creative, responsive and effective approaches to learning and teaching.
  4. To ensure a culture and ethos of challenge and support throughout the Teaching School Alliance.
  5. To demonstrate and articulate high expectations and set ambitious targets.
  6. To ensure an effective and rigorous reporting framework is used to evidence the work of the Teaching School.
  7. To monitor, evaluate and review practice and promote improvement.

## LEADING AND MANAGING STAFF

The Director of PTSA will be responsible for leading, motivating, supporting, challenging and developing staff to secure improvement.

1. To maximise the contribution of staff to improve the quality of service delivery.
2. To plan, allocate, support and evaluate work undertaken by and on behalf of the Teaching School.
3. To implement and sustain effective systems for the management of staff performance.
4. To participate in arrangements for performance management.
5. To ensure that staff working on behalf of PTSA are appropriately trained, monitored, supported and assessed.

## EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Director of PTSA will be responsible for deploying people and resources efficiently and effectively to meet specific objectives in line with the Teaching School’s strategic plan and financial context.

1. To work with Teaching School Alliance partners and senior colleagues to recruit, deploy and develop staff of the highest quality.
2. To advise the Teaching School Alliance partners and implement decisions in relation to staffing.
3. To advise the Teaching School Alliance partners on the adoption of effective procedures to deal with the competence and capacity of staff.
4. To advise Teaching School Alliance partners on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control, in liaison with the Head of Operations
5. To consider Health and Safety needs in all activities
6. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially activity.
7. To monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

## ACCOUNTABILITY

The Director of Teaching & Learning will be accountable for the efficiency and effectiveness of the Teaching School to the CEO of PLP; the joint Leads of the Teaching School, its Strategic Board and the National College for Teaching & Leadership.

1. To provide information, objective advice and support to the Teaching School Alliance partners to enable PTSA to meet its responsibilities in achieving the National Key Performance Indicators for Teaching Schools and for achieving efficiency and value for money.
2. To create and develop an organisation in which all Teaching School Alliance partners and staff recognise that they are accountable for the success of the Teaching School.
3. To present a coherent and accurate account of the Teaching School’s performance in a form appropriate to a range of audiences, including the National College for Teaching & Leadership, DfE and Strategic Board members.

### Important Information for Applicants

Closing Date: **Friday 23rd February @ 12 noon**

Interviews: **Friday 2nd March 2018, time TBC**

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment. Please be aware that the job description contains the full range of responsibilities of the role but is not exhaustive and aspects of the role may change in the light of National priorities.

### Person Specification

This specification sets out the criteria will be used to shortlist candidates for interview and during the interview process.

### Applying

A pre-visit and informal chat can be arranged.

To request an application pack or to arrange a pre-visit or informal chat please email Michelle Moore [mmoore@plpcic.co.uk](mailto:mmoore@plpcic.co.uk)