

25 January 2018

Dear candidate,

I am delighted that you are interested in learning more about the Fellow, Transforming Teaching role at the Institute for Teaching (IFT).

The IFT is a specialist graduate school for teachers. Our courses have a single purpose - to ensure that teachers are able to keep getting better.

We believe that having an expert teacher in every classroom is the best way to make sure that every pupil, regardless of their background, gets a great education. But teaching is complex and becoming an expert isn't easy. To improve teaching we must improve the training teachers receive because most of what's out there isn't helping them to get better. That's why we are doing things differently - re-thinking teacher education and providing a progression pathway to expertise that is taught by a faculty of expert teacher educators. Teachers deserve as much effort to go into their training as they put into their teaching.

We are looking for two exceptional individuals to join our team. Our Fellows will lead the delivery of our Transforming Teaching programme, a whole school programme that seeks to bring about rapid improvement in pupil outcomes in some of the country's most vulnerable schools. The successful candidate will build highly effective relationships with our school partners and inspire our teams of trainers to deliver exceptional training for teachers and teacher educators.

In order to excel in this role, the post-holder will need to be able to enthuse not only their team but teachers and leaders within our partner schools, persuading and influencing thinking. They should be flexible, highly organised, detail orientated and able to prioritise their own and others work to meet deadlines. They will be a self-starter with a flexible approach to work and willingness to do whatever it takes, tenaciously holding themselves to account for delivery of our goals.

To apply for the role please email the following no later than **9am on Monday 19 February** to hr@ift.education:

1. A supporting letter (**no more than 2 sides**) outlining how your knowledge, skills and experience meet the requirement of role;
2. Your CV (**maximum 2 sides**);
3. Confirmation in the body of your email that you have the right to work in the UK, and whether you have Qualified Teacher Status; and
4. We would also be grateful if you could include a completed equal opportunities form, which you can download [here](#).

If you have any questions or queries about this role or wish to have a confidential conversation about the position, please get in touch via hr@ift.education.

Yours faithfully,



Matthew Hood
Director

Job Description

Job title:	Fellow – Transforming Teaching
Reports to:	Katy Patten (Associate Dean)
Start date:	June
Contract term:	Permanent
Location:	One post is to lead delivery in the North West and Yorkshire; One post is to lead delivery in the West Midlands
Salary:	£48,000 - £53,000

What is the role?

This is an opportunity to join a high performing team committed to ensuring that all children get an excellent education. The Fellow will:

- Lead a regional delivery team for our Transforming Teaching programme which provides professional development programmes for senior leaders, middle leaders and teachers;
- Develop and sustain relationships of support and challenge with schools in order to maximise the impact of Transforming Teaching programme;
- Work with senior leaders to diagnose the quality of teaching in their schools and create bespoke teaching improvement plans to transform pupil progress over time;
- Design and deliver bespoke whole school professional development in line with identified and agreed school needs;
- Model best practice in the delivery of professional development modules, and develop your team to effectively train and coach teachers and teacher educators across a range of school contexts;
- Ensure methods and approaches to training teachers and teacher educators are highly effective through internal monitoring and evaluation, research, and maintaining an informal network of experts in the field;
- Work closely with the Faculty's Design Team to create curricula in all areas of teacher development to leverage rapid teacher progress in each of our school partners;
- Systematically quality assure the impact of programme in schools through a wide range of methods;
- Undertake projects and research as required to broaden own knowledge and contribute to the wider success of the organisation;
- Advocate for the programme and institution;
- Other duties as required to support the delivery of an effective programme.

What will the team look like?

Reporting into our Associate Dean for Delivery: Transforming Teaching, you will lead a regional team of Tutors and Training Managers. In your role you will be working very closely with the Faculty's Design Team, in particular our Associate Dean for Design: Transforming Teaching and her team of Design Managers.

What's the context?

The IfT is a rapidly growing organisation. This means that:

- You'll feel an ownership over our vision and mission;
- The team will start small and grow quickly;
- There will be few established processes and norms;

- There will be frequent change;
- There will be a need for constant prioritisation as resources will be limited;
- There will be an expectation of flexibility - this is not a nine-to-five job and everyone will need to pitch in; and,
- You'll have an understanding of all aspects of our work in the early stages and as we grow you'll need to make the shift to increased specialisation.

What will be required of you?

- Some evening and weekend work as required to support and facilitate the programme.
- Regular travel within England (particularly the South Coast, North West and West Midlands).
- Significant initial commitment during this early phase.

What are the benefits?

- Flexible working.
- Pension: 11% pension employer contribution.
- Annual Leave: 25 days per year (in addition to bank holidays).
- Please note that the IfT is currently incubated by the multi-academy trust Ark, and your employment contract will therefore be with Ark Schools.

Person Specification

Knowledge, Skills & Networks

To excel in the role, the Fellow will need to:

- Have a track record of excellent teaching, including for pupils with low prior attainment in challenging contexts;
- Have experience of designing and delivering highly successful training to teachers in a range of settings;
- Able to communicate skilfully, intelligently and sensitively with adults in a range of situations;
- Has experience of challenges and barriers to the effective implementation of teacher development programmes in the school context and tenaciously seeks to overcome them;
- Have a deep understanding of teaching and learning, and experience of leading development of teaching and learning at a strategic level;
- Have experience of curriculum/assessment design and able to analyse teaching skills/lesson moments, breaking them down into their smallest constituent parts;
- Be able to digest significant volumes of research, distil critical findings and communicate in a clear, concise and meaningful way;
- Be able to deliver excellent coaching on a regular basis;
- To be able to quality assure and drive improvement of others' coaching;
- Track record of inspiring teams to go above and beyond in pursuit of goals
- Be a committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature;
- Be open and hungry for feedback, driven by continual improvement, and able to hold themselves and those around them to account for securing excellent pupil outcomes;
- Be passionate about teacher education, pedagogy and practice.

Values

The successful candidate will have a strong belief in, and enthusiasm for, the vision and mission of the IfT, and consistently demonstrate our values, which are:

- Rigour
- Accomplish large amounts of high quality work
- Articulate what you are and are not trying to do
- Discover practical solutions to hard problems
- Kindness
- Be known for your courtesy and candor
- Be true to your word
- Treat people with respect independent of their status or disagreement with you
- Curiosity
- Learn rapidly and eagerly
- Seek to understand your impact

- Get beyond symptoms and identify root causes
- Collaboration
- Skillfully give, receive and use feedback
- Make time to help colleagues
- Demonstrate consistently strong performance so colleagues can rely on you
- Bravery
- Make wise decisions despite ambiguity
- Challenge prevailing assumptions when warranted and suggest better approaches
- Question actions inconsistent with our values **Education and**

background

- Qualified to degree level;
- Masters qualification (desirable) □ Qualified to teach in the UK; □
Right to work in the UK.

This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS).

Recruitment process

Safe Recruitment Procedure

The IfT is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, it follows a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Probation

All new staff will be subject to a probation period of three months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

Equal opportunities

We would be grateful if you would be willing to include a completed equal opportunities form with your application. Please note that this information will be treated confidentially and will not be used for assessment purposes, and will not be available to anyone responsible for shortlisting for this role. In accordance with the IfT's equal opportunities policy, we will provide equal opportunities to all candidates. This information will help us to monitor our performance in order to enable us to ensure our compliance with this policy. You will not be penalised if you do not agree to provide this information.

Questions or further information

If you require more information or would like an informal discussion about this role please contact us via hr@ift.education.