

Initial Teacher Development (ITD) Programme Manager

What you do

From July 2017 Teach First will be offering a new Leadership Development Programme in partnership with seven leading universities. Our participants will work towards a Postgraduate Diploma in Education (PGDE) over two years, which fully integrates teacher training with leadership development.

The ITD Programme Manager is accountable for the delivery of an (Ofsted) outstanding Leadership Development Programme. The role will manage the reporting, quality assurance and continuous improvement of the Leadership Development Programme across multiple universities and local areas. They will ensure all programmatic delivery meets both ITT and contractual requirements. The post holder will develop excellent relationships with university and Teach First colleagues to achieve these aims.

In this role you will:

- Report into Teach First's Delivery Effectiveness team, while maintaining a strong relationship with the Local Directors of the local areas within your portfolio.
- Support three local areas (North East, North West and Yorkshire & Humber) and university providers (Northumbria University, University of Manchester, Sheffield Hallam University), travelling between local areas on a frequent basis.
- Engage as a member of the ITD Programme Manager team by contributing to a culture of sharing good practice and collaboration.
- Contribute to all Teach First areas of activity to accelerate local impact.

Your responsibilities include:

Working in collaboration with Local Directors and Participant Development Managers, you will hold strong relationships with local areas and universities to:

- Track, monitor, and report against key performance indicators (KPIs) on behalf of universities and local areas.
- Analyse data and use findings to feed into formal improvement planning and continuous improvement of the programme.
- Lead improvement planning to ensure the Teach First programme maintains its outstanding rating; manage the delivery of local Ofsted improvement, quality assurance and compliance plans.
- Utilise agreed approaches to quality assure Leadership Development Programme delivery in your portfolio of local areas, ensuring improvements made as required.
- Manage the internal escalation of contractual issues.
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

You're good at

Essential:

- **Knowing the Market:** Strong knowledge and understanding of Initial Teacher Development with an ability to identify and address opportunities, challenges and assets of the system at a local and national level.
- **Process Management:** Proven experience managing all stages of a process to ensure delivery of results within set timeframes and budgets, including: resource allocation and management; issue identification and resolution; quality assurance and evaluation.
- **Customer insight and service excellence:** Acts as an escalation point and gathers insights through a range of sources, seeking to collect, interpret and deploy information to improve delivery within own area.
- **Contract Management:** Uses performance tracking to ensure delivery of key performance indicators and activities. Identifies performance issues against a contract and proactively manages to course correct and escalate where appropriate. Recognises the importance of contract adherence.

Desirable:

- **Relationship Management:** Nurtures a network of external stakeholder relationships of benefit to the team and organisation.

All our employees are expected to model [our values](#) and help others to do so.

Location

The role can be based in any one of our North East, North West or Yorkshire & Humber offices. The post holder will be expected to travel to all local areas in their portfolio on a regular basis.

Salary

£40,070 - £45,460 dependent on experience + excellent benefits.

Apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu.

Next Steps

We aim to provide feedback to all applications within 10 working days from the closing date.