

## Job Description – ITE and School Partnerships Manager– Researchers in Schools



<b>Job Title</b>	ITE and School Partnerships Manager
<b>Line Manager</b>	Recruitment Director/National Programme Director, Researchers in Schools
<b>Salary</b>	£34105 – £40609 + £2,000 London Weighting – subject to experience
<b>Contract</b>	Initially fixed term to July 2020 with potential for permanent appointment. Secondments considered
<b>Hours</b>	37.5 hours per week
<b>Based</b>	London (Millbank)
<b>Benefits</b>	36 days' holiday inclusive of public holidays rising to 41 days, employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan, flexible working and option to work from home
<b>Start Date</b>	October/November 2019 – Some flexibility

### The Organisation

The Brilliant Club is an award-winning and independently-evaluated charity that exists to widen access to highly-selective universities for pupils from under-represented groups. We do this by mobilising the PhD community to share its expertise with state schools. We recruit, train and place PhD researchers to work with state schools: either part-time as tutors through The Scholars Programme or full-time as classroom teachers through [Researchers in Schools \(RIS\)](#). This year we worked with over 800 schools and 13,000 pupils across the UK, making it the largest provider of university access programmes for 10-18 year olds.

### The Opportunity

The Researchers in Schools programme is all about unleashing the potential of PhD graduates to become excellent teachers and use their deep expertise to help improve the education of thousands of pupils over their career. This year, for the first time ever, we are in a position to offer the programme potentially to every school in England. But this depends on our ability to identify and match up interested Initial Teacher Education (ITE) providers, schools and candidates with each other quickly and carefully.

The ITE and School Partnerships Manager will work with our Recruitment team, School Programme team and the National Programme Director to ensure that we work effectively with new and existing ITE partners to assess and place at least 100 new trainee teachers each year. The role will involve running our ITE partner onboarding process, where we support our existing partners to promote the programme to their school networks, as well as developing relationships with new ITE providers. You will also work closely with Relationships Development Officer to promote the programme directly to secondary schools who you will then match up to an appropriate ITE partner. As the recruitment cycle progresses, you will work with colleagues across the team to identify which candidates who pass our initial screening should be matched with each ITE partner and school placement.

You'll have experience of quickly getting to grips with new projects and processes and taking charge of them from day one. You are a confident communicator who enjoys influencing and negotiating with senior stakeholders across the education sector. You are self-motivated and excited by taking on challenging targets which will make a real difference – ensuring partner schools have the new teachers they need and contribute to our mission. You enjoy working in a fast-paced environment juggling strategic decision making with attention to detail.

<b>To Apply</b>	Please click <a href="#">here</a> to submit your CV and a one page-covering letter. Please note that we will not consider applications that do not refer specifically to this job specification. <b>We will consider applications on a rolling basis, so early applications are advised.</b>
<b>Deadline</b>	9am 12 <sup>th</sup> September 2019
<b>Interviews</b>	Two interview rounds between 16 September and 25 September 2019
<b>Further Details</b>	Please visit <a href="http://www.thebrilliantclub.org">www.thebrilliantclub.org</a> and <a href="http://www.researchersinschools.org">www.researchersinschools.org</a> or call Chloe Hayes on 0207 939 1961

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## Person Specification

- Essential – Experience working in Initial Teacher Education, school leadership or leading teacher CPD
- Essential – Experience managing relationships with external stakeholders
- Essential – Qualified Teacher Status and at least two years' experience working in/with secondary schools
- Desirable – Line management experience
- Desirable – Experience working in teacher recruitment

## Role-Specific Knowledge and Skills

- Essential – Appreciation of and commitment to the charity's mission
- Essential - Knowledge of current ITE/ITT frameworks and school management structures
- Essential – Relationship management skills including presenting, negotiating and influencing, ideally with schools
- Essential – Excellent project and time management skills
- Essential – Ability to collaborate effectively across multiple teams to achieve challenging targets
- Desirable – Knowledge of CRM systems (e.g. Salesforce) to track and manage complex processes
- Desirable – Knowledge of HR and recruitment frameworks

## Key Areas of Responsibility

The following areas of responsibility are the core of the role:

### Initial Teacher Education Partner management

- Lead and refine our strategy for partnering with ITE partner organisations (including SCITTs, Teaching Schools and universities) to ensure we can place at least 100 new trainee teachers each year with support from the National Programme Director.
- Manage our relationships with new and existing ITE partners with regard to the recruitment and placement of new candidates.
- Work with our School Programme Team (who manage relationships with ITE providers for teachers on the programme) to ensure that the liaison with ITE partners is joined up.

### New and renewing school recruitment and relationship management

- Lead and develop our strategy for recruitment of new placement schools for RIS participants.
- Support the Candidate and School Relationship Officer to attract new schools who want to host RIS participants including delivering presentations to groups of headteachers and other senior leaders in the sector.
- Ensure school recruitment and onboarding processes and documentation is developed so that each placement school understands what is involved in hosting a RIS participant.

### Assessment and placement of candidates

- Lead on the matching of schools to ITE partners and candidates.
- Project manage the placement process, liaising with the Recruitment Director and wider recruitment team to ensure that candidate supply is linked to demand from schools.
- Manage the assessment of new candidates by ITE partners including quality assurance of ITE partners' assessment processes.
- Support the selection of new candidates by assessing candidates during our initial interview stages.
- Ensure the tracking and monitoring of placement allows the RIS team to collaborate effectively to achieve our departmental goals.