

Job Description: Head of Programmes and Partnerships – Ark Teaching School Hub

Reporting to: Director of Teaching School Hub

Location: Birmingham

Salary: L10 – L14

Contract: Permanent

Working Pattern: Full Time

The Role

Our vision for Ark's Teaching School Hub is that it becomes the destination of choice for teacher and leader development across the region and beyond. This key role as the Head of Programmes and Partnerships at the Ark Teaching School Hub, will mean you will be responsible for the operational management of the Teaching School Hub including Early Career Framework, NPQ and other professional development programmes, partnerships with lead providers and other organisations, and the Hub's Appropriate Body services. Working with the Director of Teaching School Hub to ensure that our provision is of the highest quality, you will facilitate professional development that is rooted in evidence-based strategies and enhanced through your understanding of what drives effective school improvement. You will bring in your expertise as an experienced classroom teacher and school leader.

Key Responsibilities

- Operationally manage the Ark Teaching School Hub's (TSH's) professional development programmes.
- Design and facilitate a range of high impact, high quality professional development sessions in response to local and national needs.
- Develop strong partnerships with a range of stakeholders including local schools, Lead Providers and Delivery Partners.
- Leading on external relations and communication activities to promote the launch and ongoing operations of the Teaching School Hub
- Quality assure various programmes and processes across the Teaching School Hub region and wider Ark network

Design and delivery of professional development

- Develop and deliver an Early Career Framework (ECF) Full Induction Programme and range of National Professional Qualifications (NPQs) in partnership with the TSH's Lead Provider.
- Co-ordinate the TSH's other PD programmes including Leverage Leadership and Leadership and Development of Reading programmes.
- Pilot evidence based professional development programmes in Ark schools before wider rollout to the TSH area.
- Pilot evidence based professional development programmes in Ark schools in Birmingham before wider rollout to the TSH area.
- Ensure the TSH's PD programmes operate in a cost effective manner and fall within the financial parameters set by the Director of Teaching School Hub.

Partnership management and network-wide collaboration

- Lead the TSH's work with delivery partners on marketing, onboarding, training, operations, facilitation of PD, and progress tracking of participants within PD programmes.

- Work in collaboration with Ark's Schools Leadership Development Lead on NPQ and other school leadership programmes.
- Work with ATT, Ark's SCITT, to ensure smooth operation of the ATT programme for Birmingham's ATT trainee teachers including PD delivery, targeted support of ATT trainees and quality assurance of coaching and PD.
- Work with ECF leads in schools participating in the TSH's ECF programme.
- Liaise with other Ark teams where there is crossover with TSH work.
- Develop strong relationships with other DfE funded PD providers in the region including Curriculum Hubs, EdTech Demonstrator schools and Research Schools.
- Coordinate and/or fulfil onboarding and other reporting requirements of ECF and NPQ programmes through the TSH's chosen Lead Provider's Management Information System.

Quality assurance and data analysis

- Lead the TSH's Appropriate Body (AB) work ensuring all requirements are fulfilled.
- Generating feedback loops within programmes and from stakeholders to gather data for analysis and evaluation/
- Analyse and evaluate a range of internal and externally sourced data, producing reports/information as required.
- Prepare reports systematically and as and when requested
- Quality assure the provision of other PD providers as and when requested.
- Maintain accurate records for reporting and auditing purposes.
- Maintain an oversight of participant progression on all PD programmes and developing intervention strategies if and when required.
- Maintain stringent oversight of PD programmes to ensure programmes are on track to meet internal and external KPIs in a cost effective manner.

External relations and communication

- Develop, implement and manage an effective communication strategy for a range of stakeholders and local schools.
- Manage incoming enquiries and make outgoing communication as and when needed
- Lead the operational delivery of internal and external events, both online and face-to-face
- In alignment with the TSH's marketing strategy, deliver high quality marketing campaigns to promote the launch and ongoing operations of the Teaching School Hub
- Quality assurance of all outgoing communications

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: Head of Programmes and Partnerships - Ark Teaching School Hub

Qualifications *(Essential unless specified)*

- Educated to degree level or equivalent
- Professional management qualification (Desirable)
- QTS

Knowledge, Skills and Experience *(Essential unless specified)*

- Significant experience and successful outcomes as a teacher and leader in a primary or secondary school.
- A deep evidence-based understanding of effective classroom practice in order to achieve strong student outcomes.
- Experience of coaching teachers through an instructional framework.
- 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 (ITT, ECF, reformed NPQs)
- Ability to lead effective PD, and coach others to do the same
- Strong stakeholder management skills. In particular, the ability to work with a range of internal and external partners.
- Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS) (Desirable)
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Strong IT, systems, administrative and organisational skills (Desirable)
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations. (Desirable)

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
- Valid UK Driving license and access to a car
- 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. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.