

25th January 2018

Dear candidate,

I am delighted that you are interested in learning more about the Design Manager role (maternity cover) 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. 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 an exceptional individual to join our team. The Design Manager will be responsible for contributing to the design and development of one of our pioneering teacher development programmes: Transforming Teaching. This is a whole school programme aimed at rapidly improving the quality of teaching in schools that are facing significant challenges in improving pupil outcomes. Working as part of our Design Team, the successful candidate will produce innovative training modules that drive teacher and teacher educator development.

To excel in this role, the post-holder will need to be able to communicate effectively with people at varying levels of seniority, persuading and influencing thinking. They should be flexible, highly organised and detail orientated. They will be a self-starter with a flexible approach to work and willingness to do whatever it takes 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 of whether 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:	Design Manager (maternity cover)
Reports to:	Associate Dean for Design: Transforming Teaching
Start date:	April, or in line with candidate availability
Contract term:	1 year fixed term
Location:	Flexible, with frequent travel to London
Salary:	£29,000-34,000 plus £3,000 London weighting if applicable and 11% pension contribution

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 Design Manager will:

- Work across a range of programmes pitched at teachers and teacher educators at different stages of development;
- Design and develop professional development modules (both face to face and online) that are appropriately pitched for a specified audience and sharply focused on ensuring teachers at all levels and their pupils make rapid progress;
- Ensure methods and approaches to training teachers and teacher educators are effective by engaging in research, visiting other providers and meeting experts in the field;
- Design and lead curriculum based tasks in all areas of teacher development to leverage rapid teacher progress;
- Systematically quality assure the impact of training on teacher progress through a variety of means e.g. observation of teaching in partnership schools, engagement with participant voice, collection of participant feedback and through focus groups with key stakeholders;
- Quality assure the design and delivery of training through careful preparation of facilitators, and observation and feedback;
- Evaluate the effectiveness of training sessions;
- Continuously adapt and improve session materials and e-learning modules based on feedback and quality assurance processes;
- Undertake projects and research as required to broaden own knowledge and contribute to the wider success of the Design Team;
- Advocate for the programme and institution;
- Other duties as required to support the delivery of an effective programme.

What will the team look like?

You will be working within a team of four Design Managers which is led by Katy Patten, Associate Dean for Design: Transforming Teaching. This team sits within

our Faculty which consists of several teams linked to our various programmes and is led by our Dean, Marie Hamer.

To begin with, you will not have line management responsibilities.

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 London, North West and West Midlands).
- Significant initial commitment during this early phase.

What are the benefits?

- 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 Design Manager will need to:

- Have a track record of excellent teaching, including for pupils with low prior attainment in challenging contexts;
- Have experience of curriculum/assessment design and able to analyse teaching skills/lesson moments, breaking them down into their smallest constituent parts;

- Have experience of developing teachers including writing and leading professional development sessions for teachers and mentoring beginning teachers;
- Have experience of carrying out independent reading and/or research to significantly develop own knowledge base in specific areas;
- Show an awareness of challenges and barriers to the effective implementation of teacher development programmes in the school context and tenaciously seek to overcome them;
- Have established and delivered a successful project taking an idea from inception into action and through evaluation;
- Have the ability to think creatively;
- 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 curriculum design, 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 (2:1 equivalent or above);
- 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.