

JOB DESCRIPTION

Job Title	Senior Lead for Teacher Development (NPQ Responsibility)
Grade	L9-L13 Outer London
Responsible to	Director: STEP Ahead Teaching School Hub

Job Purpose:

The Senior Lead for Teacher Development (NPQ) will be responsible for leading on NPQ provision for teachers and leaders in the SESLI hub area (East Sussex and Brighton & Hove) and beyond, including across STEP Academy Trust. The Senior Lead for Teacher Development will also support the Director with the provision of all areas of TSH work.

Key Accountabilities:

1. Leadership of NPQ Provision.
 - 1.1. Lead the hub’s NPQ provision to ensure a positive experience for participants.
 - 1.2. Ensure compliance with all contractual conditions of the NPQ lead provider.
 - 1.3. Work with the Director to keep him/her apprised of NPQ provision.
 - 1.4. Be the point of contact for the NPQ lead provider and participants (working with administrative staff as appropriate).
 - 1.5. Be directly responsible for the following KPI: RR 2.

2. Provision of PD and ITE.
 - 2.1. Design and deliver ITE content.
 - 2.2. Deliver ECF & NPQ content.
 - 2.3. Design and deliver additional ECF training.
 - 2.4. Design and deliver additional CPD.
 - 2.5. Provide support with the logistics of Appropriate Body services.
 - 2.6. Comply with all internal and external quality assurance processes as necessary.

3. Building Relationships.
 - 3.1. Develop strong links with the NPQ lead provider, participants and schools.
 - 3.2. Develop the national profile of the TSH and the trust through engagement with education research, journals, organisations and conferences.

4. STEP Academy Trust and Wider Responsibilities.
 - 4.1. Support the growth and development of the trust.
 - 4.2. Support schools in the trust with teacher development, including working with teacher educators, mentors, coaches, and senior leaders.
 - 4.3. Work alongside teachers in the classroom at a head teacher’s request, in a coaching or team-teaching capacity to support teacher development, subject to capacity.
 - 4.4. Maintain a commitment to your own professional development, ensuring that you engage with wider educational research and thinking so that you can continue to effectively shape the strategic vision of the TSH.
 - 4.5. Be aware of and comply with all trust policies and procedures.
 - 4.6. Be a positive advocate of the TSH and the STEP Academy Trust, building the trust and TSH’s reputation regionally and nationally.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Senior Lead for Teacher Development (NPQ Responsibility)

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Degree or equivalent	✓		✓		
QTS	✓		✓		
CPD Delivery Accreditation		✓	✓		
Master's Degree		✓	✓		
Knowledge & Understanding					
Experience of working within a Teaching School		✓	✓		
Senior Leadership experience		✓	✓	✓	
Experience of designing and delivering training and development for teachers.	✓		✓		
Experience of delivering and facilitating training written by third parties.		✓	✓		
Evidence of engagement and involvement with educational organisations across a variety of age ranges and key stages.		✓	✓		
Evidence of working strategically and effectively with Senior Leadership teams in schools and academies	✓		✓		
Experience of mentoring Early Career Teachers		✓	✓		
Experience of Instructional Coaching		✓	✓		
Skills & Abilities					
Know, understand and demonstrate the Vision, Mission and Values of the Trust and how they relate to the Teaching School Hub.	✓		✓		
Excellent leadership skills at SLT level.	✓		✓	✓	
Knowledge of Teaching School Hub KPI delivery and expectations.	✓		✓		
Knowledge of the National Professional Qualification Frameworks.	✓		✓	✓	
Knowledge of the national teacher development landscape.	✓		✓		
Excellent interpersonal skills.	✓		✓	✓	
Excellent organisational skills.	✓		✓		
Excellent knowledge of latest research in education.	✓		✓		
Excellent communication skills, both written and oral.	✓		✓	✓	
Ability to manage and support strategic change.	✓		✓		
Personal Skills and Attributes					
Willingness to travel to schools in the hub area and beyond.	✓		✓		
Access to car.		✓	✓		
Commitment to equality and diversity.	✓		✓		
Commitment to health and safety.	✓		✓		
Commitment to attendance at work.	✓		✓		