

JOB DESCRIPTION

Job Title	Visiting Fellow
Grade	MPS/UPR/ Leadership Range (N.B. Salary will match current salary of successful applicants)
Responsible to	Senior Leads for Teacher Development (ECF & NPQ)

Job Purpose:

Visiting Fellows will support with the provision of effective evidence-based Professional Development (PD) for teachers in the SESLI hub area (East Sussex and Brighton & Hove) and beyond, including across STEP Academy Trust. Visiting Fellows will also support the Teaching School Hub (TSH) team with the provision of all areas of TSH work as required. Visiting Fellows will remain in post at their current academies but will be released on agreed days to engage in teaching school hub work.

All Visiting Fellows will receive formal training from Ambition Institute, as well as additional training and support from the TSH team.

Key Accountabilities:

(N.B. Not all visiting fellows will deliver across all programmes listed below – this will vary based on the needs of the hub and your own knowledge and experience.)

- 1.1. Deliver ECF & NPQ content from Ambition Institute’s programmes.
- 1.2. Deliver additional ECT training.
- 1.3. Design and deliver other CPD.
- 1.4. Deliver ITE content.
- 1.5. Comply with all internal and external quality assurance processes as necessary.

2. Building Relationships.
 - 2.1. Develop strong relationships with the teaching school hub team and other visiting fellows.
 - 2.2. Develop strong links with schools across the SESLI hub area and across STEP Academy Trust.

3. STEP Academy Trust and Wider Responsibilities
 - 3.1. Support the growth and development of the Trust.
 - 3.2. Maintain a commitment to your own professional development, ensuring that you engage with wider educational research and thinking so that you can contribute to the TSH and trust.
 - 3.3. Be aware of and comply with all trust policies and procedures.
 - 3.4. Be a positive advocate of the TSH and 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: Visiting Fellow

Category	Essential	Desirable	Assessed by: Application form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Degree or equivalent	✓		✓		
QTS	✓		✓		
Master's Degree		✓		✓	
Knowledge & Understanding					
At least three year's experience working as an MPS/ UPS classroom teacher.	✓		✓		
Experience as a middle leader.		✓		✓	
Experience of leading a core subject or assessed year group.		✓		✓	
Experience of designing and/or delivering training for teachers.	✓		✓		✓
Experience of delivering and facilitating training written by third parties.		✓		✓	
Experience of mentoring Early Career Teachers		✓		✓	
Skills & Abilities					
Know, understand and demonstrate the Vision, Mission and Values of the Trust and how they relate to the Teaching School Hub.	✓			✓	
Excellent classroom teaching skills.	✓			✓	
Knowledge of Teaching School Hubs and recent DfE reforms, including the 'golden thread'.	✓			✓	
Excellent interpersonal skills.	✓			✓	
Excellent organisational skills.	✓			✓	
Excellent knowledge of latest research in education.	✓			✓	
Excellent communication skills, both written and oral.	✓		✓		✓
Excellent understanding of the use of IT	✓			✓	
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.	✓		✓		