



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

APPROPRIATE BODY COORDINATOR

JOB DESCRIPTION

JOB PURPOSE

To ensure high quality coordination, planning and administration of Star Teaching School Hubs' Appropriate Body service delivered across Star Academies and to external schools nationally. The Appropriate Body oversees the induction of Early Career Teachers during their two-year assessment in school and is an integral part of the DfE's statutory Early Career Teacher Entitlement, running alongside the Early Career Teacher Programme.

The successful candidate will contribute to the development of a strong, effective Trust with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extend beyond the Trust into the wider community. This is a dynamic and fast-paced role which offers excellent customer care to Early Career Teachers and staff in schools.

JOB SUMMARY

1. Support the coordination and delivery of the Appropriate Body to schools across England.
2. Support the effective work of the Appropriate Body team and provide supervision of the Appropriate Body Administrators.
3. Support the provision of a dedicated Appropriate Body for Star schools.
4. Provide administrative support for the delivery of the Appropriate Body, including school registrations, assessment procedures and management of the service's online platform.
5. Provide information and guidance regarding the Appropriate Body's services at induction briefings and Teaching School Hub events.
6. Provide oversight and effective management of queries received by the Appropriate Body providing support and guidance to schools on Appropriate Body matters.
7. Actively develop, implement and maintain systems and processes used by the Appropriate Body.
8. Lead on the collation of data and reporting processes of the Appropriate Body in preparation for reports to key stakeholders and board meetings
9. Support the Appropriate Body Strategic Lead with the financial processes for the Appropriate Body.
10. Liaise with associates, partners and stakeholders, including the DfE, local authorities, schools, trust leads and other Appropriate Bodies.
11. Maintain an up-to-date working knowledge of and ensuring adherence to the DfE's Induction Assessment Guidance for schools and Appropriate Body Guidance.

12. Ensure that the operational requirements of the Appropriate Body are clearly understood and implemented by schools.
13. Provide advice and guidance to candidates, participants, trainees, schools and partners and escalate where appropriate.
14. Support the administration and coordination of Star Teaching School Hub Network's wider provision.
15. Work with colleagues to champion Star Teaching School Hub Network's brand and promote Star Academies' ethos and aspirations.
16. Support the provision of online and remote delivery of professional development using a range of digital learning and communication platforms.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Provision

- 1.1 Work to the Appropriate Body Strategic Lead to deliver the service nationally.
- 1.2 Oversee the work of the Appropriate Body administrators to ensure coordination of the services.
- 1.3 Manage and coordinate the Appropriate Body including responding to prospective schools, authentication of data, registration, induction, maintenance of tracking databases such as ECT Manager etc.
- 1.4 Provide all administrative support to ensure the successful delivery of Appropriate Body including school, induction tutor and ECT management, service support, production of resources, proofing of materials, production of reports and data for the Teaching Regulation Agency etc.
- 1.5 Attend, support and contribute to face to face and online training sessions as required.
- 1.6 Assist with the organisation and presentation of materials on ECT Manager and other systems.
- 1.7 Support the production, printing and distribution of documents including handbooks.
- 1.8 Maintain expert knowledge of the Appropriate Body offer, to enable advice to be provided to ECTs, induction tutors, schools and other stakeholders.
- 1.9 Support the development of the service, including tracking systems for effective monitoring and quality assurance.
- 1.10 Participate in training and professional development opportunities as required to fulfil the role.
- 1.11 Build strong relationships with ECTs, induction tutors, schools and other stakeholders.

2 Organisation

- 2.1 Organise and administer Appropriate Body activity including school visits, meetings and booking online sessions.
- 2.2 Maintain high quality records to track engagement, including within Star's Teaching School Hub Network, to support monitoring against DfE key performance indicators.
- 2.3 Support the provision of paperwork, reports, data, statistical records and DfE returns to the highest quality.
- 2.4 Liaise with the Star's Talent Academy team to update records as necessary.
- 2.5 Assist with the tracking of the budget and financial records, including invoicing and payment for activity by Lead Associates.

- 2.6 Ensure 'Best Value' principles are applied to all appropriate purchasing decisions.
- 2.7 Ensure that confidentiality is maintained in all areas and ensure that all GDPR principles are adhered to.
- 2.8 Ensure that records are kept confidential and Star safeguarding procedures are rigorously followed.
- 2.9 Provide administration support for the implementation of the Quality Assurance Framework.
- 2.10 Draft letters, undertake mail merges and maintain databases, including formal correspondence to schools.

3 Governance

- 3.1 Support with the logistics and administration of Internal and External Moderation visits.
- 3.2 Provide Appropriate Body reports and data for governance meetings and DfE monitoring.
- 3.3 Be aware of and comply with Star Academies and Star Institute's policies and procedures, especially safeguarding, health and safety, data protection and equality and diversity, reporting all concerns to Line Manager or other appropriate person.

4 Communications and Marketing

- 4.1 Establish clear routines for sharing and disseminating information and resources between the Appropriate Body and all partners that enable Star's Teaching School Hub Network to run in an organised and professional manner.
- 4.2 Undertake research and maintain up to date records of local, regional and national Appropriate Body provision.
- 4.3 Coordinate the promotion of the Appropriate Body Service and other Teaching School Hub Network provision using a range of mediums.
- 4.4 Contribute to the development and maintenance of a high-quality website and a range of marketing materials to advertise, recruit and showcase the work of the Appropriate Body and the Teaching School Hub Network.
- 4.5 Promote strong relationships and effective working arrangements with all Star Academies' internal and external stakeholders through effective communications and management of meeting logistics.
- 4.6 Attend Teaching School Hub Network events wherever possible and as appropriate.
- 4.7 Maintain mailing lists to facilitate effective marketing and communications.
- 4.8 Contribute to Star Academies' social media accounts to raise positive awareness of the Teaching School Hub Network.
- 4.9 Contribute to positioning Star, the Teaching School Hubs and the NIoT as thought leaders in the sector.

5 Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6 Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record keeping as part of the role. Employees are required to be conversant with Star Academies policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Degree or equivalent.	E	✓	
2.	PGCE / Qualified Teacher Status.	D	✓	
3.	Evidence of recent professional development relevant to the responsibilities of the post.	D	✓	
EXPERIENCE				
4.	Experience of teaching.	D	✓	
5.	Experience of supporting induction assessment of teachers.	D	✓	
6.	Experience of working in an administrative setting.	E	✓	✓
7.	Experience of managing complex projects with multiple strands.	E	✓	✓
8.	Experience of developing strong partnerships with school Senior Leadership Teams and/or governing bodies.	D	✓	✓
9.	Experience of working with schools, Teaching Schools, MATS and local authorities.	D	✓	✓
10.	Experience of using Management Information Systems.	E	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Ability to work in a fast-paced and dynamic environment.	E	✓	✓
12.	Knowledge of school leadership development and school improvement programmes.	D	✓	✓
13.	A sound understanding of the education and school improvement system in England.	D	✓	✓
14.	Excellent project management, organisational and administrative skills.	E	✓	✓
15.	Excellent customer service skills.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Strong financial management skills.	D	✓	✓
17.	Effective communication and interpersonal skills, including report- writing, building and maintaining relationships and ensuring the flow of information across partnerships.	E	✓	✓
18.	A solution-focused approach to addressing challenges and improving working practices.	E	✓	✓
19.	Ability to build strong working relationships with Trustees, Local Governors, Central Office, College staff, school staff and members of the community.	E	✓	✓
20.	Highly proficient in the use of Microsoft 365 software packages such as Word, Excel and Outlook, as well as search engines and online databases.	E	✓	✓
PERSONAL QUALITIES				
21.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
22.	Ability to work under pressure to tight deadlines.	E	✓	✓
23.	High professional and personal standards and integrity.	E		✓
24.	Excellent interpersonal skills and emotional intelligence.	E		✓
25.	Strong team working skills.	E	✓	✓
26.	Personal resilience, persistence and perseverance.	E		✓
27.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
31.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
32.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓