

## Job Description

<b>Job Title:</b>	Assistant Director of Teaching School Hub (Maternity Cover) (End of January - end of July 2025)  2.5 days/wk. (Flexibility of days and 2 days can be considered) <i>Fixed-term contract.</i>	<b>Job Category:</b>	Teaching School Hub (TSH) Secondment
<b>Location:</b>	HQ/Agile	<b>Travel Required:</b>	Yes - TSH area (West Sussex)

### Job Description

The Assistant Director of Teaching School Hub (Maternity Cover) will work as part of the Teaching School Hub to deliver teacher development. This role encompasses vital responsibilities within the TSH on quality assurance, the ITT strategic role across West Sussex, and support in the development of GLF Trust CPD.

#### Key Responsibilities:

Support the Director of the Teaching School with the management, evaluation and development of all TSH programmes to meet associated KPIs:

- Lead the TSH ITT strategic role across West Sussex to meet DFE expectations/KPIs.
- Support the TSH leadership team in delivering on the ITT Strategic role DFE KPI and communicating effectively with all TSH partners.
- Work alongside the GLF CPD team to ensure effective administration to promote and evaluate GLF CPD programmes.
- Work on ensuring all GLF facilitators are effectively trained and supported, that QA findings are feedback to facilitators, and that any actions are taken where required.
- Work on Teaching School Hub delivery aspects, as determined by the TSH Leadership Team. Flexibility across the TSH workstreams is key for all TSH leadership roles.

#### Leadership & Management

##### Multi Academy Trust/ Wider Responsibilities: GLF PD Development Lead

- Act as a positive advocate for the Teaching School Hub and Trust.
- Work under the direction of the Director of Teaching School Hub to support the development of the GLF PD Offer and ITT Strategic Role.
- Continue working collaboratively and positively as part of the GLF school support team.
- Ensure personal responsibility for maintaining up-to-date knowledge of educational developments relevant to the role.

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- Be aware of and comply with all policies and procedures relating to the TSH.
- To work flexibly across all TSH strands, as required.
- Where required, assist in organising and attending key Teaching School Hub events and other events related to your function.

**Accountability:**

*The Director of the Teaching School Hub*