Thames South Teaching School Hub

Assistant Director of Thames South Teaching School Hub

Recruitment Pack Nov 22







Job Advert

Nexus Education Schools Trust

We currently have a vacancy for an Assistant Director who will work with the Director of Thames South Teaching School Hub on the strategic development and direction of all aspects of the TS Hub. The Assistant Director will work with Nexus Education Schools Trust and strategic partners to deliver outstanding training and development opportunities to teachers across Bromley, Bexley and Greenwich.

Salary	Commensurate with experience L1 – L5
Location	Nexus Education Schools Trust (NEST) Central Office, Brackley Road Beckenham BR3 1RF office@nestschools.org Must also be able to travel to other locations across Bromley, Bexley and Greenwich for meetings and events.
Hours	Part time, term time only: 3 days a week Fixed term, initially for 18 months with a possibility to extend.
Reports to	Director of Thames South Teaching School Hub
Start Date	Spring term 2023
Closing Date	12pm on Friday 6 January 2023
Interview Date	Week commencing 16 January 2023

Nexus Education School Trust Central Office is based at Worsley Bridge Primary School, Beckenham. **Thames South Teaching School Hub** will be located in the NEST Central Offices.

Nexus Education School Trust (NEST) is a growing Multi Academy Trust, presently with 15 primary schools across the London Boroughs of Bromley, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST *is an exceptional and distinctive learning community*

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

"We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed".

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We can offer:

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Staff benefits including cycle to work, and technology scheme

Applications should be emailed to Lisa Bromley at NEST - lbromley@nestschools.org no later than 12:00 midday on **Friday 6 January 2023**. If you have any queries and wish to discuss the role, please do not hesitate to contact Lisa Bromley on 020 8289 4767.

Mission, Vision and Values

Nexus Education Schools Trust

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most – raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles;
Nurture, Educate, Succeed and **Transform** and the values we agree as members of the organisation – in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.



Letter from CEO

WELCOME

Dear Candidate,

Thank you for your interest in this role within **Thames South Teaching School Hub.**

This is a hugely exciting time for **Nexus Education Schools Trust** as we develop Thames South Teaching School Hub which is the designated Hub for Greenwich, Bexley and Bromley. We work with schools from all phases, including special schools and alternative provisions, and across all partner areas, to ensure that teachers have access to high quality training and development, whatever the stage of their career.

DfE funded Teaching School Hubs are dedicated to providing schools with access to the highest quality, evidence informed CPD for teachers throughout their careers. The Teaching School Hub plays a significant role in:

- Delivery of the new Early Career Framework (ECF), supporting teachers through the first two years of their teaching career
- Providing Appropriate Body (AB) services for Early Career Teachers
- Delivery of Initial Teacher Training (ITT)
- Delivery of the National Professional Qualifications (NPQs)
- Delivery of Continuous Professional Development (CPD) to meet local needs

Nexus Education Schools Trust is a growing Multi-Academy Trust with presently 15 schools across the London Boroughs of Bromley, Lewisham and Southwark. All schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards



Paula Farrow
CEO
Nexus Education Schools Trust

Role

Post	**Assistant Director of Thames South TSH**
Responsible to	**Director of Thames South Teaching School Hub**
Salary Range	**Commensurate with experience L1-L6**
Location	**NEST Central Offices**

An exciting opportunity has arisen for an experienced and enthusiastic individual to join Thames South Teaching School Hub as Assistant Director. Successful candidates will have significant teaching and leadership experience as well as experience of delivering professional development programmes beyond their organisation.

The role is integral to the Hub's efficient support functions and you will play an instrumental role in the day-to-day running of the Teaching School Hub. The post-holder will work with the Director of TSTSH on the strategic development of all aspects of the Teaching School Hub and will lead the Thames South Appropriate Body Service.

We expect the successful candidate to work within a small professional team and be self-motivated. You will be well organised, with excellent communication and leadership skills. As a highly skilled professional, you will be able to work with a wide range of partners, leading effectively in a fast-paced innovative environment. The successful candidate must have a clean driving licence and a car as travel to other venues will be required.

HOURS

The post is part time, 3 days a week, term time only. The post requires flexibility, with a commitment to completing duties in Trust timescales. There may be occasions where you are required to work later to support with early evening meetings and training.

ANNUAL LEAVE

The leave year runs from 1 April to 31 March. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



Job Description – Assistant Director of Thames South TSH

Main purpose of the job:
To assist the Director of the Hub with the strategic development and direction of all aspects of Thames South Teaching School Hub.

Key responsibilities and tasks:

Organisation and Leadership

- Assist the Head of TSTSH with the strategic leadership of TSTSH in order to meet DfE Key Performance Indicators and NEST priorities.
- Develop and Lead the TSTSH Appropriate Body Service, working with a range of stakeholders across Bromley, Bexley and Greenwich to ensure a highly effective service.
- Support the continued development of TSTSH as a main point of contact with the recruitment, retention and development of teachers across Bromley, Bexley and Greenwich.
- Assist with the development and delivery of the Early Career Framework, ensuring that the programme is effective and efficient.
- Assist with the development and delivery of the National Professional Qualifications, ensuring that the programmes are effective and efficient.
- Co-ordinate strategic training needs and development opportunities to support teacher recruitment and retention
- Work in partnership with ITT providers to support with ITT recruitment and development across Bromley, Bexley and Greenwich.
- Work with the Director of TSTSH, lead providers and other partners to develop professional development opportunities to improve the quality of teaching and leadership across Bromley, Bexley and Greenwich.
- Assist the Head of TSTSH in managing staff and performance management as required.

General Duties

- Assist with the development and implementation of the TSTSH strategic development plan.
- Develop strong strategic partnerships, drawing on the expertise of NEST as well as a network of Research Schools, ITT Providers, Lead Providers and Curriculum Hubs.
- Develop strong partnerships with all stakeholders including MATs, Local Authorities, the Regional Schools Commissioner, The Teaching School Hub Council and the DfE.
- Work with the Head of TSTSH and the Financial Director, ensuring the Hub is financially viable and sustainable.
- Implement robust systems to gather accurate local intelligence and data to evaluate and develop the Hub's programmes and Appropriate Body Service.
- Provide direct input into the self-evaluation process.
- Support the Head of TSTSH in implementing robust Quality Assurance approaches to ensure high quality delivery of programmes and services.
- Prepare reports and information for DfE, lead providers and other stakeholders.
- Working with research schools, curriculum hubs and other partners, embed evidence-informed practice in all parts of Teaching School Hub delivery, and support schools' engagement with professional development opportunities.

Communication

- Regularly report to the Director of TSTSH.
- Handle enquiries and complaints, ensuring correct escalation of any issues.
- Develop strong links with local partners and support school engagement with professional development programmes and Appropriate Body Services
- Be a positive advocate of the Hub and Nexus Education Schools Trust, building the Trust and Hub's reputation regionally and nationally.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in

ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy http://nestschools.org/nest-policies/

This job description may be amended at any time after discussion with you.

Person Specification

Assistant Director of Thames South TSH

The successful candidates will have:
Knowledge and Experience • Relevant degree and QTS • Strong ICT skills MAC /PC with good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint. • Recent teaching and/or educational leadership experience • Experience of turning policy into effective and successful practice • Experience of analysing and utilising data in order to drive organisational improvement • Proven impact of developing/coaching staff or trainees • Knowledge and understanding of the CCF, ECF and NPQ frameworks • Knowledge and understanding of statutory induction guidance for Early Career Teachers • Experience of running successful evidence-based professional development programmes • Knowledge and experience of the skills required for effective people management and partnership working • Experience of building effective partnerships and relationships with a range of external partners • Experience of working with a teaching school, teaching school hub or teaching school alliance • Experience of producing and implementing development plans in order to achieve sustainable change • Current valid driving licence and appropriate car **Educational Issues / Agendas** • Have an understanding of Health and Safety and Safeguarding requirements
Skills and Abilities • Excellent knowledge of the English language both written and verbal with meticulous attention to detail • Commitment to evidence-informed practice • Ability to analyse data and use this to drive improvement • Demonstrate the ability to reflect on own practice in order to impact positively on the work of the Trust. • Ability to work as part of a team and a willingness to assist and take ownership with a 'can do' attitude • Be able to meet tight deadlines • Have good interpersonal skills and able to interact professionally with all stakeholders • Demonstrate an ability to work successfully with other professionals and communities building strong relationships across the Hub • To effectively organise and manage the roles and responsibilities of the role. • Confidentiality and discretion in the handling of sensitive information • Use IT competently and safely adhering to Health and Safety and GDPR regulations. • Ability to recognise political urgency/sensitivity of emails/phone calls in order to alert the Head of the Hub or appropriate person in a timely manner • Demonstrate consistently high standards of personal and professional conduct as outlined in Part Two of the Teachers' Standards
Personal Qualities • Good organisational and timekeeping skills • Have the ability to use initiative and make decisions in collaboration with colleagues • Motivated to develop own practice • Perceptive and sensitive to the needs of others

- A good sense of humour
- Ability to work well under pressure
- Resilience

Application Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- role-play
- presentations
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires
- job trials

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2022)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.