

JOB DESCRIPTION

ROLE TITLE	Assistant Teaching School Hub Lead
CONTRACTED HOURS	37 hours per week/ 41 weeks per year
LOCATION	Teaching School Hub
GRADE / SCALE POINT – SALARY	£69,596 to £76,772 pro rata, per annum
REPORTING TO	Teaching School Hub Lead

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by:



The vast majority of our schools are now successful and well-performing, judged 'good' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely excellent, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – Our People Strategy sets out an array of actions to ensure we become the employer of choice for school staff in the region.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

Unity Teaching School Hub is designated by the DfE to provide high quality professional development for teachers and leaders at key stages within their career (ITT, ECT, into/through leadership) to over 420 schools within a delivery area comprising West, Mid and East (S) Suffolk, Babergh, Ipswich, Colchester and Tendring.

The teaching school hub therefore aims to build strong partnerships with schools to support teachers and leaders in every phase and type of school, at specific stages of change within their development. The Teaching School Hub is at the forefront of providing high quality professional development, playing a significant role in delivering the Early Career Teacher Entitlement, Appropriate Body services and National Professional Qualifications, working with local partners and national lead providers to facilitate high quality training experiences of DfE endorsed programmes.

KEY TASKS & RESPONSIBILITIES

- provide strategic leadership of the Initial Teacher Training Early Career Framework, leading to high quality provision for trainee teachers and early careers teachers across schools within our delivery areas
- contribute to the delivery of Appropriate Body services, in line with statutory DfE requirements and guidance
- provide strategic leadership of the DfE RISE related aspects of Teaching School Hub delivery including maintaining strategic links with DfE designated curriculum/attendance and behaviour/Stronger Practice hubs and expert networks
- provide strategic leadership of Unity Teaching School Hub's response to the DfE's new Reception Quality training and SEND training offers, working in collaboration with lead providers as necessary
- implement robust and rigorous QA processes for analysing the quality of provision across all partners
- support the Teaching School Hub Lead in meeting/exceeding the annual DfE KPIs , deputising as necessary as required

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- Representing the hub at DfE monthly briefings/webinars
- Representing the hub at regional TSH workgroup meetings (especially ECTP, RISE)
- Taking on lead strategic and operational role in the absence of hub lead (such as non-working days)
- Maintaining regular communication and trusted collaborative relationships with TSH leads/teams across the eastern region
- Communicating with assurance, confidence, clarity and coherence to all stakeholders (including CEOs, headteachers, DfE officers, lead providers)

- Contributing to the process of termly reporting of progress towards KPIs (especially ECTP, RISE, schools receiving training from TSH)

Contributing to the delivery of Appropriate Body services, in line with statutory DfE requirements and guidance, adding capacity to the work of the Appropriate Body Lead:

- Ensuring that ECTs are receiving their statutory entitlements, and that regard is had to the statutory guidance
- Supporting fidelity checks, ensuring schools are supported to provide ECTs with an ECET based induction
- Monitoring assessments, reading and quality assuring reports and making recommendations to the Appropriate Body lead on decisions as to whether ECTs have satisfactorily met the Teachers' Standards, based on the headteacher's recommendation.
- Carrying out scheduled quality assurance visits in line with Unity Teaching School Hub Appropriate Body process as directed by the Appropriate Body Lead.
- Supporting the AB Lead in ensuring impactful support/interventions are in place where required in order that schools fulfil statutory guidelines
- Maintaining an in-depth knowledge and understanding of DfE Regulations for Statutory Induction and the interpretation of these regulations.
- Keeping up to date with strategic developments around QTS/Induction and the local/regional landscape
- Playing an active role in monitoring and evaluating processes and progress including regular reporting to the AB Lead and Teaching School Hub Lead

Responsible for leading all aspects of the Early Career Training Programme (ECTP) across the Unity Teaching School Hub schools, with the following responsibilities:

- Strategic leadership and action planning for the ECTP (and legacy ECT cohorts)
- Working with the ECTP Manager to ensure effective operational planning, development and impactful delivery of the ECTP and meeting of DfE KPIs including strategic approach to monitoring engagement
- Recruiting, training, quality assuring and retaining a team of ECTP facilitators to deliver the programme to schools using our programme
- Monitoring and evaluating ECTP related processes and progress including regular reporting to the Hub Lead
- Ensuring that ECTP financial planning is monitored effectively in relation to ECTP partnership delivery
- Directing, delegating and quality assuring ECTP management and administrative duties through Unity TSH team members

Responsible for leading and managing all aspects of DfE RISE related teaching school hub activity, with the following responsibilities:

- Strategic, developmental action planning with DfE regional team and region's teaching school hubs to ensure effective communication of Universal offer is shared with schools

- Effective, timely and regular communication to schools across our designated areas of the opportunities available within DfE Universal RISE offer
- Represent Unity TSH and collaborate within regional development activity on RISE related priority network and roundtable activity

Responsible for the strategic leadership of Unity Teaching School Hub's response to the DfE's new Reception Quality training and SEND training offers, working in collaboration with lead providers as necessary:

- Advising the Hub Lead and Extended Leadership Team line manager on the strategic response of Unity TSH to new DfE programmes (including Reception Quality and SEND for teachers/SEND for leaders)
- Maintaining strong relationships with lead providers of these new programmes in order to support effective local delivery through collaborations and successful implementation of programmes as necessary

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the Teaching School Hub and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Teaching School Hub Lead, member of the Trust Executive or Extended Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Qualified Teacher Status (QTS)	Leadership qualification (e.g. NPQ, Masters level study)
Experience	<p>Significant and successful teaching experience across one or more phases</p> <p>Experience of supporting teacher development and professional learning</p> <p>Experience of working collaboratively with schools or external partners</p> <p>Experience of quality assurance and monitoring impact of educational provision</p>	<p>Experience of Initial Teacher Training (ITT), Early Career Training (ECT) programmes or ECT statutory induction (eg through position as an Induction Tutor)</p> <p>Experience of delivery or leadership of DfE-funded programmes (e.g. ECTP, NPQs, RISE)</p> <p>Experience of working at trust, hub or system level</p>
Skills and Knowledge	<p>Strong knowledge of the Initial Teacher Training and Early Career Framework and statutory induction requirements</p> <p>Secure understanding of evidence-informed professional development</p> <p>Ability to lead, implement and evaluate strategic programmes</p> <p>Excellent communication skills with a wide range of stakeholders</p> <p>Ability to analyse data, monitor impact and report against KPIs</p> <p>Strong organisational and project management skills</p>	<p>Knowledge of DfE policy and current national educational priorities</p> <p>Understanding of Appropriate Body services and statutory guidance</p> <p>Experience of financial monitoring and budget oversight</p>
Aptitudes / Personal Qualities	<p>Credible, confident and professional presence with school leaders and external partners</p> <p>Strategic thinker with strong attention to detail</p> <p>Highly collaborative and relationship-focused</p>	<p>Ambition to contribute to system leadership and school improvement beyond own organisation</p>

	<p>Adaptable, resilient and solution-oriented</p> <p>Commitment to continuous professional development</p>	
Safeguarding Commitment	<p>Articulate a commitment to safeguarding and suitability to work with children and young people.</p>	<p>Previous safeguarding leadership or DSL experience</p>
Other Requirements	<p>Enhanced DBS level</p> <p>Ability and willingness to travel between sites and across the delivery area</p>	
Values & Ethos Alignment	<p>Alignment with Unity Schools Partnership and our Schools' values and ethos.</p>	<p>Demonstrated commitment to inclusive, ethical and community focused education</p>