

JOB DESCRIPTION

Role: Director of Teaching School Hub
Accountable to: CEO, The Redhill Academy Trust
Salary: Leadership Spine 18-25

SUMMARY

The Director will lead the strategic development of the new Teaching School Hub. The Hub will co-ordinate teacher recruitment, training and professional development across Gedling, Sherwood, Newark and Bassetlaw. Working with our strategic partners Minster Trust for Education, Diverse Academies Trust and Flying High Partnership, we will deliver outstanding training and development opportunities to help teachers raise the achievement of all children in the area.

MAIN RESPONSIBILITIES

- Provide strategic leadership for the newly designated hub.
- Develop and communicate a clear and coherent vision for the Teaching School Hub, to all stakeholders.
- Develop the Teaching School Hub as the first point of contact for recruitment, retention and development of teachers across the area.
- Co-ordinate ITT recruitment and development across the area.
- Develop and deliver the new Early Career Framework, ensuring that all Early Career teachers engage in this new provision.
- Develop and oversee the Hub's future role as the designated 'appropriate' body.
- Co-ordinate, develop and deliver the new National Professional Qualifications, including the new Headteachers' programme, ensuring that schools in the area engage fully with this provision for leadership development.
- Work with our strategic partners to develop further professional development opportunities to improve the quality of teaching and leadership in the area.
- Be accountable for Teaching School Hub's performance against KPIs.

SPECIFIC DUTIES

- Develop and implement a strategic development plan for the Hub, engaging all stakeholders.
- Develop strong strategic partnerships, drawing on the expertise of a network of MATs, Research Schools, SCITT, NPQ providers and Curriculum Hubs.
- Develop strong partnerships with all stakeholders including MATs, Local Authorities, the Regional Schools Commissioner and the DfE.
- Develop an effective communication strategy, establishing the Hub as the first point of contact for recruitment, retention and development of teachers across the area.
- Working with the Trust's Financial Director, ensure that the Hub is financially viable and sustainable.
- Establish robust systems to gather accurate local intelligence and data on engagement in the Hub's programmes.

- Work with strategic partners to develop other opportunities to improve the quality of teaching and leadership.
- Develop strong links with local Curriculum Hubs and support school engagement.
- Working with the Research School, embed evidence-informed practice in all parts of Teaching School Hub delivery, and support schools' engagement with Research School opportunities.
- Establish a Quality Assurance framework to ensure the quality of all Teaching School Hub provision.
- Develop a system to track teacher development and retention across the area.
- Develop a robust Teaching School Hub business plan.
- Regularly report to the Redhill Trustees sub-committee.
- Provide up to date information, data and financial progress on KPIs to the Strategic Board.
- Monitor and report on all Teaching School Hub KPIs.
- Report on finances to the Trustees, Strategic Board and the DfE.
- Proactively secure additional resources, through successful funding applications.
- Be a positive advocate of the Hub and the Redhill Academy Trust, building the Trust and Hub's reputation regionally and nationally.
- Co-ordinate ITT and ECF recruitment and delivery in the area, ensuring that targets and KPIs are met.
- Develop and deliver the Hub's NPQ programmes, ensuring that targets and KPIs are met.

NOTE

- This is a full-time leadership post with a Trust-wide responsibility and, as such, the post holder will be required to work at times during the school holidays.

PERSON SPECIFICATION

The following requirements will be assessed through either the application form, during the interview, via a presentation or as part of any assessment tasks.

REQUIREMENT	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE		
Educated to degree level or equivalent	✓	
A strong understanding of the current educational landscape.		✓
Significant management and strategic leadership experience at a senior level	✓	
Experience of prioritising workload, time management and priorities	✓	
Working as part of a team	✓	
Producing detailed reports, suitable for a range of stakeholders	✓	
Working in or have worked in education		✓
A track record of strong financial management		✓
An understanding of good Marketing and Communications		✓
SKILLS		
Effective leadership skills including motivating and inspiring staff to achieve targets	✓	
Ability to work under pressure and meet tight deadlines	✓	
Strong interpersonal and negotiating skills, with the ability to engage, build and sustain relationships both within the Trust and external organisations	✓	
Creative and innovative thinker	✓	
Ability to prioritise and multi-task whilst managing stakeholder expectations	✓	
Excellent written communication skills	✓	
Strong report writing skills	✓	
Excellent IT skills	✓	
QUALITY		
A strong work ethic, with a determination to succeed	✓	
Proactive	✓	
Positive attitude	✓	
Resilience, able to overcome challenges and set-backs	✓	
Personal integrity and confidentiality	✓	