

## Job Description

**Title: Director of Teaching School Hub**

**Accountable to:** Deputy CEO, Flying High Partnership

**Salary:** **Hay Band F**- Point 50- 56- £53,981- £61,266 and **Hay Band G**- Point 57- 62- £62,788- £70,546 (Subject to experience)

### Position Overview

The post holder will oversee the strategic development and direction of all aspects of the Flying High Teaching School Hub. The Teaching School Hub will develop and coordinate teacher recruitment, development and retention across Nottingham City, Rushcliffe, Broxtowe, Mansfield, and Ashfield. Working with our strategic partners, Transform Academy Trust, Redhill Academy Trust, Matrix Teaching School (aspirant Derbyshire TS Hub), Inspiring Leaders teacher training (SCITT) and Inspiring Leaders leadership development (NPQs), we will draw upon this significant expertise to deliver the best possible training and development opportunities to impact on outcomes for all children and young people.

### Main duties

- Provide strategic leadership for the newly designated hub in improving outcomes for young people within Nottingham City, Rushcliffe, Broxtowe, Mansfield and Ashfield.
- Develop a clear and coherent vision for the Teaching School Hub, communicating and engaging partners and schools with this vision.
- Develop the Teaching School Hub as the first point of contact for recruitment, retention, and development of teachers across the locality.
- Coordinate ITT recruitment across the locality and establish robust mechanisms to support the development of all ITT provision.
- Develop and deliver the Early Career Framework, ensuring that all Early Career teachers engage in this new provision.
- Oversee robust systems and processes to fulfill the role as designated body.
- Develop and deliver the new National Professional Qualifications for school leaders, including the new Head teachers support package, ensuring that all schools engage with this provision as the main vehicle for leadership development.
- Work with strategic partners to develop other opportunities to improve the quality of teaching and leadership.

- Accountable for the impact of the Teaching School Hub, and performance against KPIs.

## General Duties

### Strategic Development

- Provide strategic leadership and direction of the Hub, representing the vision of Flying High and strategic partners, to impact the outcomes of children and young people across the locality.
- To develop and drive a strategic development plan for the Hub.
- Develop a strong strategic partnership, drawing on the expertise of a network of Trusts, the Research School, SCITT, NPQ provider and Curriculum Hubs.
- Develop strong partnerships with MATs, Local Authorities, the Regional Schools Commissioner, DfE and other stakeholders.
- Develop a robust and coherent communication strategy for the Hub, establishing the Hub as the first point of contact for recruitment, retention, and development of teachers across the locality and building its reputation on a national stage.
- Through strong financial management and monitoring, ensure that the Hub is financially viable and sustainable.
- Establish sophisticated systems to collate local intelligence and data, to inform resource allocation and engage hard to reach schools

### Leadership & Management

- Act as the visionary for the Teaching School Hub, providing motivational and inspirational leadership.
- Ensure that the activity of the Hub puts children first, maintaining high expectations for all.
- Actively drive the Hub's strategic plan, ensuring engagement of all partners.
- Report to the Flying High trustees through the partnership committee.
- Establish and oversee a strong governance structure for the Teaching School Hub.
- Develop and direct all Teaching School Hub staffing.
- Direct and support the work of the Flying High training and development team.
- Monitor and report on all Teaching School Hub KPIs.

### Teacher Recruitment, Development and Retention.



- Coordinate ITT recruitment across the locality, ensuring teacher supply targets are met.
- Establish robust mechanisms to develop the quality of ITT provision across the locality.
- Support the strategic development of the SCITT, in line with the vision of Flying High and the Teaching School Hub.
- Develop and deliver the Early Career Framework.
- Ensure ECF recruitment KPIs are met and that over time all Early Career teachers effectively engage in this new provision.
- Oversee robust systems and capacity to track and support Early Career teachers, fulfilling the role as a designated body.
- Develop and deliver the new National Professional Qualifications for school leaders, including the new Head teachers support package.
- Ensure recruitment KPIs for NPQs are met, with schools consistently engaging with this provision as the main vehicle for leadership development.
- Work with strategic partners to develop other opportunities to improve the quality of teaching and leadership.
- Develop strong partnerships with Curriculum Hubs across the locality, supporting school engagement in provision available.
- Develop a strong partnership with the Research School, embedding evidence-informed practice in all parts of Teaching School Hub delivery, and supporting schools' engagement with Research School opportunities.
- Establish a robust Quality Assurance framework to ensure the quality of all Teaching School Hub provision.
- Develop a sophisticated system to track teacher development and retention across the locality.
- Develop other strategies to support recruitment of school staff across the locality. Activity may include the development of a school-led supply agency and recruitment/talent management service.

### **Business and Financial Planning**

- Work closely with the Deputy CEO and Director of Business to develop a robust budget and ensure the financial sustainability of the Teaching School Hub.
- Develop a robust Teaching School Hub business plan, with accurate project income targets.
- Act as the key decision maker for all financial decisions.
- Proactively secure additional resources, through successful funding applications.
- Report on financial performance to Flying High trustees.
- Report on financial performance to the DfE.

### Flying High Trust Development

- Contribute to the development of a robust 'people' strategy, drawing upon opportunities and intelligence of the Teaching School Hub to support all Trust schools.
- Act as a positive advocate for Flying High Trust.
- Provide targeted support to Flying High schools where required.
- Support the growth and development of the Flying High Trust.
- Support schools joining the Trust, ensuring that they effectively engage with activity available through the Teaching School Hub.
- Proactively engage with the mission, vision and values of the Trust.

### Other duties

- Engage as an active member of the central team.
- Be a flexible and supportive member of the team.
- Be willing to undertake professional development where appropriate.
- Ensure personal responsibility for maintaining up to date knowledge of educational developments relevant to the role.
- Be aware of and comply with all Flying High policies and procedures.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

### Job Requirements

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
<b>Experience</b>		
Working in or have worked in education		AF
A track record as a significant strategic leader	AF/ I	
Significant budget responsibility with a track record of strong financial management	AF/ I	

High level partnership development and working	AF/ I	
Detailed reports, suitable for a range of stakeholders	I	
Strategic planning and project management	AF/ I	
Working as part of a team		I
Experience of prioritising workload, time management and conflicting priorities	I	
A track record of strong people management	AF/ I	
Securing grant funding		AF/ I
Marketing and Communications		AF/ I
<b>Behaviours</b>		
A visionary, with a clear vision to impact on outcomes for all children	AF/ I	
A strong work ethic, with a determination to succeed	I	
Proactive	I	
Positive attitude	I	
Resilience, able to overcome challenges and set- backs	I	
Relationship focused	I	
<b>Skills</b>		
Exceptional communicator- skilled at communicating with a range of audiences.	I	
Excellent written communication skills	AF/I	
Excellent planning and project management skills	AF/ I	
High level problem solver	AF/ I	
Creative and innovative thinker	AF/I	



Highly skilled at leading partnerships	I	
Ability to prioritise and multi-task whilst managing stakeholder expectations	I	
Skilled at developing people	AF/I	
Good level of IT skills including Outlook and MS Office	AF/I	
Strong report writing skills	AF/I	
<b>Knowledge</b>		
A strong understanding of the educational landscape	AF/I	
An understanding of effective strategies to support teacher recruitment, development and retention		I
A broad understanding of HR policy and processes		I
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values, and how they will/do align themselves	I	
Have a positive attitude to personal development and training	AF/I	
Open to learning and change	I	
Committed to putting children's education first	I	
<b>Other</b>		
A willingness to undertake work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust-wide activities		I
Ability to travel to all Trust sites and across the identified locality		I