

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**JOB DESCRIPTION**

**TITLE OF POST: TEACHING SCHOOL HUB DEPUTY DIRECTOR**

**Line Manage**r: Rebecca Wheeler, Teaching School Hub Director

**Salary:** Scale L2 – L6 (£45,414 - £50,122 per annum)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

**Hours of work:** Full time/Part time (0.6 or above) - Permanent

**Post Objectives**

Take a lead role in supporting the Teaching School Hub Director in the development and management of the Teaching School Hub.

**Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

* Ensuring the safety and well-being of students. All staff are required to obtain an Enhanced Disclosure and Barring Service Check (DBS Check formerly known as CRB Check) on appointment and will undergo induction and child protection training, with regular updating
* Maintaining confidentiality regarding matters relating to staff, students and other information related to the operation of the school
* Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.
* Maintain awareness of Child Protection procedures
* To be aware of and support difference and promote equal opportunities for all
1. **Responsibilities**
* **Support and deputise for the Teaching School Hub Director in leading and managing the activities of the Teaching School Hub**
* Play a key role in leading or supporting on core aspects of the Teaching School Hub’s remit: including developing the capacity and expertise of the Hub for recruitment and retention of teachers; being an appropriate body for Early Career Teachers; implementation of the Early Career Framework; developing the delivery of the National Professional Qualifications and creating a suite of further professional development opportunities for teachers across the region.
* Support in effectively leading and managing the Teaching School Hub team, including those that assist the Teaching School Hub, such as course facilitators
* Represent the Hub at regional and national events
* Work closely with the Teaching School Hub Council, attending appropriate training and events
* Play a key role in forming the Hub’s Key Partners into a source of professional capacity and model of reciprocity
* Support the Teaching School Hub Director to develop local and regional networks to ensure the Hub grows in capacity
* Build reputation of the Hub, always upholding in word and conduct the Nolan Principals and adhering to the Teaching School Hub Council’s code of conduct
* Support the Teaching School Hub Director in the financial management and monitoring of the Hub ensuring that it is financially viable and sustainable
* Manage and develop the existing Quality Assurance processes to capture the quality of the Hub’s provision and address any shortfall
1. To complete all tasks to the highest possible standard
2. To be punctual and discreet
3. To have the ability to work on your own initiative
4. To report any issues or incidents to your appropriate supervisor
5. Any other duties that are within the spirit and the scope of the job purpose and its grading as directed by the Headteacher

**The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.**

Please note that this is a job description, not a contract, and may be reviewed from time to time with the Headteacher.

**PERSON SPECIFICATION – Teaching School Hub Deputy Director**

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

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|  | **Essential** | **Desirable** |
| A track record as a significant strategic leader |  | AF/I |
| Budget responsibility with a track record of strong financial management |  | AF/I |
| Strategic planning and project management | AF/I |  |
| Working as part of established teams and ability to develop new teams | **I** | I |
| Experience of prioritising workload, time management and conflicting priorities | I |  |
| Able to secure grant funding |  | AF/I |
| Knowledge of Marketing and Communications |  | AF/I |
| Strong work ethic, with a determination to succeed, positive attitude, articulate and empathetic | I |  |
| Creative and innovative thinker, solution focused | AF/I |  |
| Highly skilled at leading partnerships |  | AF/I |
| Ability to prioritise and multi-task whilst managing stakeholder expectations | AF/I |  |
| Good level of IT skills including MS Gmail and MS Office | AF/I |  |
| Strong report writing skills | AF/I |  |
| Clear understanding of the educational landscape | AF/I |  |
| Understanding of effective strategies to support teacher recruitment, development and retention |  | I |
| Good assessment of own strengths and weaknesses and how these impact on others | AST/AF/I |  |
| Able to use strengths to influence and persuade others | I |  |
| Willingness to undertake work outside normal working hours – by arrangement | I |  |
| Ability to travel across the region | I |  |
| Share the values and ethos of Lawrence Sheriff School and the Teaching School Hub | I |  |