

CAMBRIDGE PRIMARY EDUCATION TRUST
JOB DESCRIPTION



Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment is subject to an Enhanced DBS check, overseas checks and references.

POST TITLE: Teaching School Hub (TSH) Lead
Cambridgeshire and Peterborough Teaching School Hub

RESPONSIBLE TO: Chief Executive Officer for the Cambridge Primary Education Trust

GRADE Leadership Scale Points L6-10

HOURS Full-time (could be seconded from another role)

START DATE: September 2021

PURPOSE OF JOB: To provide an operational lead on all Hub activities, working closely with colleagues in neighbouring Teaching School Hubs. To take a leading role in the Hub's delivery of the Early Career Framework, Initial Teacher Training, National Professional Qualifications, Appropriate Body Services and Continuing Professional Development.

MAIN OBJECTIVES:

- Provide operational leadership for the Teaching School Hub
- Develop and communicate a clear and coherent vision for the Teaching School Hub, to all stakeholders.
- Report directly to the CEO via fortnightly meetings and report directly to the governance structure (to be agreed) on the work of the Hub.
- Work collaboratively with neighbouring Teaching School Hubs (including Saffron TSH and Unity TSH) to provide a joined-up offer across the hub areas.
- Develop a strong strategic partnership, drawing on the expertise of Hub partners including former Teaching Schools, Research Schools, SCITTs, and Curriculum Hubs.
- Develop strong partnerships with MATs, Local Authorities, the Regional Schools Commissioner, DfE and Lead Providers of ECF and NPQs.
- Be responsible for the Hub meeting its Key Performance Indicators.
- Manage an Administrator(s) for the Hub. The Hub Lead will also work closely with Hub delivery partners that lead on ITT and CPD delivery.

- Through strong financial management and monitoring, ensure that the Hub is financially viable and sustainable.
- Secure additional resources for the Hub through bidding or applying for grant funding.
- 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 hub area.
- Be an ambassador for the hub at various regional and national events.
- Ensure that the staff at CPET are well informed and involved in the TS Hub
- The Hub Lead will be given every opportunity to expand their professional knowledge, skills and understanding. Through such training and experiences, the successful candidate will be in a position to develop their career further in a variety of possible directions, including moving on to headship.
- The Hub Lead will become an Assistant Headteacher for the Cambridge Primary Education Trust but is not expected they will have a teaching commitment.

The postholder will need to be willing to travel to various Hub events across the Region.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

The Hub has been commissioned for an initial 3 year with the possibility of extension. Should the Hub be de-commissioned the Hub Lead will become an Assistant Headteacher at a Trust school.

Organisation chart

The Cambridgeshire and Peterborough Hub will work with two other Teaching School Hubs: Unity TSH and Saffron TSH. The postholder will report to the CEO of the Cambridge Primary Education Trust but will also work closely with peers in the other hubs.

