

Northern Lights Teaching School Hub: South Tyne & Wear

Job Description

Job Title: **Teaching School Hub Leader**

Location: Northern Lights Teaching School Hub & Northern Lights Learning Trust

Accountable To: Board of Northern Lights Learning Trust, CEO, Headteacher Benedict Biscop CE Academy

Accountable For: All staff and resources

Grade: _____ **L1-L5**

Purpose:

To provide vision and leadership for the Teaching School Hub and to manage and organise the operational functions of the Teaching School Hub

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, in consultation with the post holder to reflect or anticipate changes in the job.

KEY RESPONSIBILITIES:

Strategic planning and development of the Hub

- Lead by example to inspire and motivate staff and schools across our Hub region in the vision, purpose and leadership of the Hub.
- Promote the Hub's ethos to develop effective operation of the Hub across Sunderland, South Tyneside & Gateshead, and to partnerships beyond where appropriate.
- Assist in the development and implementation of a strategic improvement plan, underpinned by sound financial management and a range of data that identifies priorities and targets to support improvement.
- Lead in a public facing way to ensure that the user experience with the Hub is excellent.
- Assist the CEO in managing staff and performance management as required.
- Ensure internal operations are efficient and effective.
- Provide direct input into the self-evaluation process.

Leadership of the Hub

- To take responsibility for the smooth operation of the 5 main areas for the Hub: ECF, NPQ, CPD, ITT & AB, ensuring KPIs are met.
- Assist in the creation and maintenance of an environment and code of behaviour which promotes and secures high standards of partnership working and excellent outcomes, supporting staff in this role.
- Plan, monitor and evaluate provision to promote breadth, balance and creativity in the 5 areas, ensuring equality of access by all users and teachers and promote the values of the Hub and the culture of the Trust.

- Along with members of the leadership of the Hub, monitor and evaluate the quality of provision in the 5 key areas in order to set challenging targets for improvement in key areas across the Hub and the region.
- Ensure the co-ordination of local intelligence gathered to provide/signpost CPD that meets the needs of the region.
- Ensure partnerships are effective across all three local authority regions.
- Liaise with Trust staff as appropriate to ensure effective communication.
- Act as a public face for the Hub, ensuring high standards with the appropriate culture and tone are represented.

Leading and Managing Staff

- Promote, lead, and support staff in the co-ordination and development of the 5 key areas for the Hub, including subsidiary areas, such as marketing.
- Advise, coach and support staff in raising standards of facilitation, mentoring, coaching and training throughout the Hub and partnerships to sustain and improve pupil achievement.
- Manage, monitor and review resource provision via regular auditing with staff in order to stay abreast of new initiatives to secure the effective impact of the Hub.
- Co-ordinate facilitation and provision from partners from outside the organisation, e.g. partner schools.
- Develop a sense of team and contribute to the whole Trust team.

Accountability

- Provide KPI, participant, local intelligence information and objective advice to enable the Hub to meet its responsibilities.
- Support the CEO in creating an organisation in which all staff and partners recognise that they too are accountable for the continued success of the Hub.
- Support the CEO in producing development plans, delivery plan and monitoring of progress of the Hub
- Ensure that all stake-holders are well-informed, including Governance, Partnerships and Hub staff and that channels of communication are used and reviewed regularly to ensure their continued effectiveness.
- Assist in the presentation of a coherent and accurate account of the Hub's performance in a format appropriate to a range of audiences, including staff, governance, Teaching Schools Council, Dfe, the local communities, lead providers, OFSTED and others.

Other Duties

- Support the provision of CPD through acting as facilitator/CPD lead.
- Coach mentors, facilitators and CPD providers.
- Support the Administration roles in ensuring all CPD is hosted appropriately in an appropriate venue, including catering.
- Ensure technology is appropriate to provide remote learning and stay up to date with the best approaches.
- Support the Finance Lead in monitoring and setting budgets.
- Play a role in quality assuring provision, including from other partners, and co-ordinate this quality assurance by others.
- Carry out any other duties commensurate with the role that the CEO may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance and that of others.

Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.

- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies.
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.