

Training Manager – North Region

Job description

Important date/s	All applications must be received by 23:59 on 12 December 2018.
Salary	£33,000 - £38,000 per annum
Location	North Region, (Manchester office base with flexible working and significant travel across the North West & Yorkshire)
Working pattern	Full-time, 37.5 hours per week
Contract	Permanent
Reporting to	Fellow, Transforming Teaching
Direct reports	N/A
Main contacts	Internal – Tutors, Training Managers, Fellows, Associate Deans, within the Teaching Programmes and Learning Design Teams. External – Teachers, Teacher Educators, Heads.

Main objective(s)

This is a key role within our newly merged organisation. Our Training Managers deliver teacher development to staff in schools registered on our Transforming Teaching programme. Central to this work is the delivery of high quality face-to-face training to groups of teachers. The post-holder will also be responsible for supporting the school to implement coaching and co-planning models, through training sessions and modelling best practice to the school's teacher educators.

To excel in this role, the post-holder will need to build strong relationships with teachers in a range of contexts, adapting their training delivery to different audiences and motivating them to change their practice. They should be flexible, highly organised and detail orientated. They will be a self-starter with a flexible approach to work and willingness to do whatever it takes to reach our goals.

We welcome applications from both primary and secondary specialists.

Role requirements

- Some evening and weekend work as required to support and facilitate the programme
- Significant travel across your region on a regular basis

- Some travel within England outside the region you are based in

Key Responsibilities

This is an opportunity to join a high-performing team committed to ensuring that all children get an excellent education. The Training Manager will:

- Build relationships of support and challenge with teaching staff in our partner in order to be able to drive forward rapid improvements in their practice;
- Lead high quality training sessions to groups of teachers, adapting centrally designed materials in order to precisely meet the needs of the group;
- Develop coaching practice within portfolio of schools through effective face-to-face training, the modelling of expert coaching with teacher educators and effective feedback to teacher educators employing the model;
- Support the quality and impact monitoring of the Faculty through tracking of changes in teachers' practice and pupil learning;
- Be able to apply a variety of strategies to overcome barriers to progress of your cohort of teachers and teacher educators;
- Ensure up-to-date and in depth understanding of teaching and teacher development practices through independent study and routine engagement with design team materials and publications;
- Advocate for the programme and institution;
- Other duties as required to support an effective programme.

Person specification

Essential

- Qualities/qualifications Qualified to degree level (2:1 equivalent or above);
- Qualified to teach in the UK
- Right to work in the UK
- This post is subject to receipt of two satisfactory references and proof of qualifications
- This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS).

The ideal candidate will possess the following qualities:

Knowledge, Skills & Networks

- Have a track record of excellent teaching and delivering exceptional outcomes for pupils living in social deprivation and those with low prior attainment

- Have experience in teacher training and development, including coaching and mentoring teachers
- Have a strong understanding of best practice in teaching and learning;
- Have experience of curriculum/assessment design and able to analyse teaching skills/lesson moments, breaking them down into their smallest constituent parts;
- Skilled in management of important relationships with a range of individuals;
- Be passionate about teacher and school development
- Have the ability to think creatively and problem solve
- Be open and hungry for feedback, driven by continual improvement, and able to hold themselves and those around them to account for securing excellent pupil outcomes
- Be a committed and generous team worker, to whom going above and beyond expectations for their colleagues and beneficiaries is second nature

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

Work for us

We are delighted that you're interested in this role - it couldn't be a more exciting time to join us. We are a new organisation formed out of the merger of Ambition School Leadership and the Institute for Teaching.

We know that great teaching and school leadership are *the* most powerful levers for transforming children's outcomes. Effective leaders set the culture and create the conditions for improvements in teacher expertise, and expert teachers can close the attainment gap. Yet too much professional development for teachers and school leaders is low-quality, generic and fragmented.

Our new organisation, launching in Spring 2019, will have a single focus: to help teachers and school leaders to keep getting better. We think that this is the best way to make sure that every pupil, regardless of their background, gets a great education.

We will be the largest teaching and school leadership development provider in England, with more than ten years of collective experience working with everyone from new teachers to multi-academy trust CEOs and all of the roles in between.

Through our evidence-based programmes, we'll work with schools serving low-income communities to provide high-quality development for educators at all levels, built on an understanding of what schools really need to improve. Our work is informed by the latest research and practice from the front line. Moreover, it's shaped constantly by our partnerships with schools and trusts across the sector and the frontline experience of our network of teachers and leaders.

To help us achieve our vision and mission and establish a thriving and positive working culture, we are looking for high-calibre and ambitious candidates to join us.

Our divisions

The **Partnerships** division manage relationships with individual leaders, schools and the wider education system and is made from three teams;

- **Marketing & Communications** leads on attracting and retaining the very best participants to our programmes, communications to engage and inform stakeholders and relationship management of government bodies.
- **School Partnerships** manages relationships with individual leaders, schools and the wider education system, with a focus on the areas of the country most in need of support. This team support programme participants with tailored care throughout their programme journey from application and assessment to alumni.
- **Business Development and Fundraising** develops new programmes and products, build partnerships with funders and support long-term sustainability.

The **Programmes** division designs and delivers high quality development for teachers and leaders. The division is made from five departments:

- **Learning Design** shapes the curriculum and content for all programmes
- **Teaching Programmes** leads programmes supporting teachers and leaders to improve the quality of their and others teaching, including our innovative whole school Transforming Teaching programme
- **School Leadership** supports school leaders to drive change and whole school improvement, at middle leadership and headship, including our flagship Teaching Leaders and Future Leaders programmes.
- **Executive Programmes** works with Executive headteachers and Multi Academy Trust CEO's, who want to transform their schools and deliver MAT-wide impact.
- **Programme Operations** provides logistics and delivery support for the division, manage the accreditation of programmes and oversee research and evaluation.

Operations ensure that the organisation operates effectively. The division is made from four teams;

- **Executive Assistants** collaboratively enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.
- **Finance** develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- **Human Resources** is responsible for our people, from recruitment, development opportunities and support for all employees throughout their time with us.
- **Technology** ensures that the organisation has the technology that teams need to perform effectively, this includes both internal systems and those used by our participants.
- **Data and Continuous Improvement** works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.

Our offer

We are happy to announce that we will be able to offer you:

- Agile working - a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing
- A competitive annual leave entitlement - 25 days plus bank holidays
- A generous employer pension contribution - 11% (10% pension plus 1% NI rebate)
- Competitive salaries rates and life assurance
- Access to interest free season ticket and bike loans, as well as childcare vouchers

- An Employee Assistance Programme (EAP) which gives staff confidential support and personalised information and resources when they are experiencing everyday challenges or more serious problems.
- A proactive, positive and progressive approach to team development.

How to apply

To apply for any of our vacancies please email jobs@ambitionschoolleadership.org.uk with the following:

- An up-to-date CV, no more than two pages in length
- A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- Equality monitoring form appended below.
- We are committed to the safeguarding of children and the most vulnerable in our society, as such we are unable to employ individuals with relevant convictions, and this includes the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our newly merged organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at jobs@ambitionschoolleadership.org.uk

Equality and diversity recruitment monitoring form

We aim to ensure that all candidates, regardless of whether they are internal or external, receive fair and appropriate treatment throughout the recruitment process and have equal access to it, irrespective of age; being or becoming a transsexual person; marital status; being pregnant or on maternity leave; disability; race, including colour nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; sexual orientation or offending background.

We aim to promote equality of opportunity in all its work and to do this we would like to understand the makeup of applicants for our jobs. We undertake detailed analysis of recruitment monitoring information, investigating and addressing any areas of potential discrimination or negative impact for different applicant groups.

This will enable us to meet our commitment of embedding equality and diversity at the heart of our activities and eliminating discrimination. The data will not be used to identify you, but we need to know which post you have applied for.

Please answer all the questions. There is a 'prefer not to answer' option for some questions.

This information will be treated confidentially and you do not have to give your name. The information will only be used in creating statistics to assist us in analysing recruitment activity from an equality and diversity perspective.

1. Post applied for:

.....

2. Where did you see this role advertised:

.....

3. Please indicate your gender:

Male Female Non-binary Prefer not to answer Other

If 'Other', please describe:

.....

4. Do you identify as trans/transgender?

Yes No Prefer to not answer In some ways

If 'In some ways', please describe:

.....

5. Please indicate your sexual orientation:

Bisexual Gay man Lesbian Heterosexual Prefer not to answer
 Other

If 'Other', please describe:

.....

6. Do you have a disability?

Yes No Prefer to not answer

Disability in this context means a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

7. Do you require any reasonable adjustments for the interviewing and selection process?

Yes No Prefer to not answer

8. Do you have the right to work in the UK?

Yes No Other

If 'Other', please comment on your work status:

.....

9. Please self-define your ethnic group

Choose ONE section from A to F, then tick the appropriate box to indicate your background.

A White:

British Irish Any other White background

If 'Any other White background', please specify:

.....

B Black or Black British:

Caribbean African Any other Black background

If 'Any other Black background', please specify:

.....

C Mixed group:

White and Black Caribbean White and Black African

White and Asian Any other Mixed background

If 'Any other Mixed background', please specify:

.....

D Asian or Asian British:Indian Pakistani Bangladeshi Any other Asian background

If 'Any other Asian background', please specify:

.....

E Chinese:Chinese Any other Chinese background

If 'Any other Asian background', please specify:

.....

F Other:

If 'Other' background, please specify:

.....

10. Please indicate into which age category you fall at the time of application (please indicate one only)Under 24 24-34 35-44 45-54 55-64 65+
Prefer not to answer **11. Do you follow a religion? (please tick one only)**Christian Buddhist Hindu Jewish Muslim Sikh
I have no religious beliefs Prefer not to answer Other

If 'Other', please specify:

.....

Thank you for completing this monitoring form. **Please return with your application.** This form will be separated from your application on receipt.