

## School Partnerships Manager (MAT cover)

### Job description

<b>Important date/s</b>	All applications must be received by 23.59 on 26 <sup>th</sup> January 2019.  The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none"><li>• First round assessment: 31<sup>st</sup> January 2019.</li><li>• Second round assessment: 5<sup>th</sup> February 2019</li></ul>
<b>Salary</b>	£28,000 per annum
<b>Location</b>	Birmingham (with regular travel to the South West) or the South West
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Fixed Term Maternity Cover (9 months)
<b>Reporting to</b>	Area Director, West Midlands and South West
<b>Direct reports</b>	None
<b>Main contacts</b>	Internal – West Midlands and South West Area Team, School Partnerships Operations, Delivery Teams, Marketing and Communications  External – school leaders, teaching school alliances, multi academy trusts, regional influencers, diocese, local authorities and other school stakeholders

### Main objective(s)

This is a key role within Ambition School Leadership and the Institute for Teaching. You will build highly effective relationships with schools, system leaders and other stakeholders and influencers across the education landscape. You will design and deliver a strategy for programme recruitment/sales in your area, pursuing and converting sales opportunities. You will raise Ambition School Leadership's and the Institute for Teaching's profile and reputation to help us achieve our mission.

<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.
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## Key Responsibilities

- Develop and deliver sub-regional, programme-level recruitment and sales strategies for Ambition School Leadership and the Institute for Teaching programmes, contributing to the achievement of regional programme and recruitment targets
- Develop and leverage strategic partnerships with potential stakeholder organisations, including school leaders and contacts in middle tier organisations, for the purpose of sales, recruitment and long-term growth
- Feed in to the development of the overarching regional SP strategy and objectives for each academic year, taking responsibility for specific elements of the strategy and objectives
- Take responsibility for sub-regional account management and sales activity, including tactics, forecasting and monitoring
- Task manage individuals and teams on ongoing work and project work, including assembling and leading matrixed teams
- Plan and deliver events in collaboration with external partners and wider members of the team (e.g. Comms.)
- Identify local speaker slots and public platforms at conferences, events, network meetings etc., including writing and delivering speeches/presentations
- Lead meetings with head teachers and senior leaders at schools to promote our programmes
- Deliver exciting and robust regional communications, which deliver consistent and effective messaging across the region and are in line with the national communications strategy
- Deliver consultative meetings 1 and 3 of regional Middle Leadership programmes, as appropriate
- Provide reports and analysis to internal and external stakeholders
- Build knowledge of the local educational landscape including opportunities and challenges for leadership development, and use this to inform organisational strategy and support external partners
- Ensure regional data and relationship management information, including on our Salesforce database, are maintained and deployed effectively and can be used to create accurate reports on the progress of our strategies, providing support and training to colleagues using Salesforce as needed
- Track and evaluate the success of different approaches to schools and refine plans accordingly
- Contribute to a mission-aligned customer focused relational sales culture across the team

- Contribute to a culture of collaboration, continuous feedback, QA and improvement through relationships with regional and national colleagues
- Support recruitment and selection each year, including marking application forms and assessing candidates for programmes at Assessment Centres
- Keep abreast of developments in the education sector and beyond to build personal credibility
- Work closely with regional SP colleagues, to build a strong and effective regional School Partnerships team

## **Person specification**

### **Essential**

#### **Qualities/qualifications**

- This post is subject to receipt of two satisfactory references and proof of qualifications
- Right to work in the UK

#### **The ideal candidate will possess the following qualities:**

- Mission: a strong commitment to education, the non-profit sector and raising the aspirations, achievements and life chances of all children
- Ability to build relationships internally across a team, and to take a leadership role within a team to meet targets
- Ability to build highly effective relationships with external stakeholders at all levels, including those at a senior level
- Experience of working towards and meeting ambitious targets in a previous role
- Skilled at persuasive writing and using a range of strategies to impact and influence
- Highly organised and thrives on multi-tasking in a fast-paced and target-driven environment
- Excellent presentation skills and high personal credibility
- Entrepreneurial, flexible and creative
- Experience of monitoring, evaluation and analysis in a previous role
- Knowledge of or interest in the current educational landscape
- Ability to work independently
- Experience of working with data and building reports within a CRM system
- Computer/IT skills and knowledge of Microsoft Office, including Word, Excel and PowerPoint

### **Desirable**

- Experience of using Salesforce or similar CRM system
- Knowledge of the professional development landscape in schools

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.

## 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](mailto: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](mailto: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:

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### 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:

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**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.