

Associate Director, Senior Leadership Programmes

Job description

Key date/s	All applications must be received by 23:59 on 23 rd May 2017. The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none">• First round assessment: week commencing 29th May 2017• Second round assessment: Tuesday 6th June
Salary	£38,000 to £46,000 per annum + £2,000 London weighting (if applicable)
Location	Any region – Newcastle, Birmingham, London, Manchester, Leeds
Working pattern	Full-time, 37.5 hours per week
Contract	Permanent
Reporting to	Director, Headship and Executive Programmes
Direct reports	Programme Manager, Senior Leadership Programme(s) (NPQSL & SLP) <ul style="list-style-type: none">• This PM has one Associate reporting to them Programme Manager, Future Leaders programme (HPSL) <ul style="list-style-type: none">• This PM has two Senior Associates reporting to them, each with an Associate reporting in to them.
Main contacts	Internal – Directors, Associate Directors, Delivery team, Heads of Coaching and Middle Leadership programmes, Virtual Learning project team, other Training teams, Finance, Business Development, Performance and Impact External – facilitators, participants, coaches and coaching partners, partner organisations

Main objective(s)

This is a key role within Ambition School Leadership. You will lead the Senior Leadership Development team, who are responsible for creating exciting, high quality training programmes to equip our participants to be the best possible senior leaders and headteachers with the greatest possible impact on the students they serve.

The AD works closely with our coaches, facilitators, and participants to both deliver and continuously evolve the provision to meet the changing and challenging nature of school

leadership. This AD leads a team focused on developing participants from the early stages of their senior leadership career through to their first headship; the AD has responsibility for all elements of the programmes, such as residential foundations summer training, cohort weekends, UK Study Tour, one-day training, twilights, regional training, aligning content with assessment criteria – this list is indicative, not exhaustive.

Role requirements 5 days per week including some evenings and overnight stays. Significant weekend work is a requirement of this job with time off in lieu.

Key responsibilities

Organise

- To work strategically to lead development and delivery of early senior leadership (the Senior Leadership programme) to entry to headship (Future Leaders programme) provision across selective and non-selective programmes ensuring they are aligned with organisational strategy
- To work effectively with colleagues on all key aspects of content and experiential design ensuring they are up-to-date and reflect current policy and research
- To hold relationships with key stakeholders
- To be a strong and credible ambassador of the programmes and organisation
- To lead the design, planning and delivery of a highly effective programme for High Potential Senior Leaders, according to the terms of our DfE contract, including:
 - Contributing to recruitment and selection criteria
 - Set the overall curriculum and outcome expectations
 - Including face-to-face delivery
 - Study Tour
 - Online learning opportunities
 - Career development programme
 - Contribution of coaching to outcomes
 - To set the timetable for face-to-face delivery
 - Including residential, stand-alone, whole group and regional provision.
 - Work with colleagues on assessment success criteria through the programme
 - Understanding how the different strands of the programme all contribute to the development of our participants
- To set the design and planning of a highly effective non-selective programme(s) for aspiring senior leaders (both NPQSL and a potential Senior Leadership Programme)
 - Working with colleagues to set trainee profile
 - Working with colleagues on messaging, marketing to schools and academy groups
 - Set overall curriculum and outcome expectations
 - Oversee compliance with National College accreditation requirements

- To set the parameters for QA and Evaluation

Manage

- Implement sound programme management disciplines such as planning, status reporting, risk and issue monitoring and evaluation throughout the team managed by this role and deliver against key performance indicators.

Monitor

- To work effectively with the Finance department to ensure strong budget and revenue processes
- Set the parameters for QA, evaluation and review processes for all early senior leadership provision
- Drive continuous improvement and innovation through the team managed by this role

Support

- To work with other ADs and Senior Management Team on integration of early senior leadership (NPQSL / Senior Leadership Programme) and entry to headship (Future Leaders Programme) provision into a suite of programmes offered by the organisation which reflect the organisation's frameworks

Team leadership

- To set a collegiate and developmental culture within the team
- To set a model of collaborative and supportive leadership within the organisation
- To seek out personal and professional development opportunities for the whole team (including their own)

Person specification

Essential

Qualities/qualifications

- University graduate with minimum of 2:2 degree OR significant equivalent experience
- 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
- Previous experience of designing and commissioning training content
- Understanding of the principles of effective CPD and Leadership Development

- Experience of creating or improving processes in a professional setting
- Previous experience of complex event management or project management
- Previous line management experience, delivering quality through others
- Previous experience managing multiple, competing demands
- Demonstrated experience in a previous role using own initiative and working with high levels of autonomy
- Outstanding attention to detail and organisational skills
- Ability to clearly explain procedures
- Ability to manage sensitive information in a confidential manner

Desirable

- Senior Manager experience
- Previous experience of facilitating / presenting

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

Ambition School Leadership was formed in November 2016 from two existing education charities, The Future Leaders Trust and Teaching Leaders.

Ambition School Leadership is building a network of exceptional school leaders at all levels to transform the lives of the children who need it most.

Together we will tackle educational disadvantage faster and more effectively, improving the life chances of more of our most disadvantaged pupils.

Ambition School Leadership provides world-class leadership development and technical training to educators across England and Wales – from teachers aspiring to lead their department, to chief executives steering multiple schools, and all the crucial leadership roles in-between.

We work with partners across the education sector to support the long-term improvement of schools in challenging contexts and offer a clear pathway of expert career progression for the most important job in the world.

Our ambition

We are working for a fair society built on an education system where every child can thrive, no matter what their background.

Our departments

The **External Relations** department is responsible for ensuring we work with the right external partners to deliver our intended impact. We work to coordinate and strengthen the organisation's relationships with government bodies, corporate partners and charitable donors.

The **Leadership Programmes** department designs and delivers high-quality innovative training for participants to become and excel as system leaders within schools in challenging contexts.

The **Marketing and Communications** department is responsible for the brand, profile and reputation of the organisation. The department is also responsible for ensuring evidence and practice about school leadership is seen and heard across online and offline platforms. We lead on marketing to attract the very best participants to our programmes and on communications which engage and inform our stakeholders.

The **Participants Networks** department is a new department in the organisation, created to maximise the strength of our fast-growing network of people who have engaged with our leadership programmes. Our aim is to build a dynamic movement of like-minded people to have a substantial collective impact in challenging schools.

The **School Partnerships and System Leadership** department is responsible for our relationships with individual leaders, schools and the wider education system. We lead on recruitment to our programmes and the selection of participants by acting as trusted advisors to schools, with a focus on those areas of the country most in need of support.

The **Strategy and Operations** department is responsible for shaping the future direction of the organisation. We help to develop new programmes, improve our operations, evaluate our impact, and lead business development and planning for our long term sustainability.

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% National Insurance rebate)
- Competitive salary rates, season ticket and bike loans
- Various learning and development options for you to take ownership of your career development, including a management and leadership programme
- A dedicated HR, payroll and finance team that will deliver great service

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.

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

Ambition School Leadership aims 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.