

Associate Director, Midlands

Job Description

About Teaching Leaders

Teaching Leaders is an innovative non-profit organisation whose mission is to grow a movement of outstanding middle leaders whose teams measurably raise the life chances of children in challenging schools.

The programme was developed in partnership with four of the UK's most forward thinking organisations: Absolute Return for Kids (ARK), the National College, Teach First and Future Leaders. We realise our mission by delivering two specific training and development experiences: the Core Programme which is focused on retaining and stretching high potential individuals; and Teaching Leaders On Demand which is focused on building capacity across groups of middle leaders in one school.

The Core Programme was launched in 2008 with an inaugural cohort of 30 and has worked with 300 participants across 150 schools in the South and North regions – and has secured 3-year funding from the National College for our expansion to all regions of England. Following strong demand from schools to bring our programme to a wider audience, we launched Teaching Leaders On-Demand, and are currently delivering 30 modules to schools in London, the South East, West Midlands and North West and aim to rapidly grow our client base and product offering over the next two years.

It is an exciting time for the organisation. We recently received confirmation of £8.9 million of expansion funding from the National College, which will enable us to train and develop over 1,000 participants across 400 challenging schools over the next three years. Our participant numbers will be growing substantially year on year, with a target intake of 240 middle leaders from across the country in 2012. As the organisation grows, there will be a key focus on ensuring we grow our impact and mission; this will be done by maintaining programme quality and innovation, building an outstanding team who deliver according to the Teaching Leaders values, and building lasting relationships with schools making Teaching Leaders a 'rite of passage' for all middle leaders in challenging schools, and thereby influencing national policy.

More information can be found at www.teachingleaders.org.uk.

About the role

Location:	Central Birmingham
Salary band:	£40,000-45,000 p.a. plus 10% pension contribution
Reports to:	Regional Director, Midlands
Direct reports:	One/two 2012 Participant Experience Managers (PEMs) 2013 Core Programme Manager (starting January 2013)
Key colleagues:	Associate Directors, North and South Head of Core Programme Head of On Demand

High level summary

The Regional Associate Director (AD) oversees the operational delivery of Teaching Leaders programmes in the region, as well as having an outward facing role supporting the Regional Director in building strong relationships with partner schools:

- The Midlands Region AD leads the Core Programme and On Demand delivery team, growing and developing this dynamic new team to ensure we meet our goals in terms of participant experience and impact on pupil outcomes. This role includes leading monitoring and evaluation in the region, as well as quality assurance of coaching and facilitation.
- The Midlands AD contributes, with the Head of Core Programme and Head of On Demand, to the design and innovation of Teaching Leaders programmes, in line with the needs of participants, partner schools, external trends and in collaboration with other regional ADs.
- The Midlands AD also supports the Regional Director in building and sustaining strong relationships with head teachers, senior leaders and participants in our partner schools as well as attracting new schools to the programme.

Responsibilities in more detail

Team leadership and management to deliver impact in our partner schools through the Teaching Leaders Core and On Demand programmes:-

- Lead the operational delivery of the Core and On Demand programmes to ensure consistently high quality participant experience, outcomes and impact.
- Ensure the Core Programme is designed and continually innovated to meet the needs of our participants, our partner schools and external trends; the AD will work with the Head of Core Programme and Core Programme Managers to do this.
- Responsible for the delivery of bespoke On Demand programmes based on needs of individual Head Teachers and schools; the AD will work with Head of On Demand and the programme delivery team to do this.
- Lead monitoring, evaluation and reporting (ME&R) in the region, ensuring that our programmes meet regional quality and impact targets, that issues are resolved, and that ME&R feeds directly into programme improvements.
- Responsible for consistent coaching outcomes for participants, working with the Lead Coach and Core Programme Manager to ensure this.
- Responsible for consistently high quality facilitation, working with Head of Core Programme and Head of On Demand to ensure this

- Responsible for the programme delivery budget, including setting the annual budget, ensuring that spending remains in line with budget and savings targets, and conducting monthly management accounts analysis

Support the Regional Director to grow and build a high performing team

- Lead the provision of training, development and performance management to the team in-line with the Teaching Leaders People Strategy.
- Team Recruitment:-
 - Lead recruitment of future On Demand and Core Programme Managers in the region and oversee recruitment of future Participant Experience Managers and On Demand Admin Officers
- Coach Recruitment:-
 - Support, with the Lead Coach the recruitment, induction and development of Development Coaches for the Core Programme
- Facilitator Recruitment:-
 - Support, with the Head of Core Programme and Head of On Demand the recruitment, induction and development of facilitators in line with the needs of both programmes

Core Programme Participant Recruitment

- Work with Future Leaders - Teaching Leaders' assessment provider - to deliver the assessment process for the 2012 and future cohorts.
- Directly assess and make decisions on candidate suitability for the 2012 and future cohorts based on Teaching Leaders competencies, including attending moderation meetings.
- Lead the operational delivery of the recruitment and assessment process by the Teaching Leaders regional team.

Build and sustain Teaching Leaders school relationships

- Work with the Regional Director and the School Relations Manager to define the regional marketing strategy
- Support the Regional Director to build and sustain relationships with regional schools at all levels – with head teachers, senior leaders and participants – and at all stages of their contact with Teaching Leaders
- Directly account manage a number of partner schools
- Support the Core Programme Manager, coach team and PEMs to build strong and productive relationships with participants and their In-School Liaisons
- Support the Regional Director, External Relations Director and Regional School Relations Manager to build the reputation and awareness of Teaching Leaders and ensure we meet our recruitment and sales targets – this could include meetings in schools, with corporates, running events across the region, giving presentations and liaising with key partners such as Teach First and Future Leaders

Other duties as commensurate with the post

- Most sessions will be run out of school hours, so the post holder will be required periodically to work outside of office hours
- Some travel, regional and nationally, will be required

Selection Criteria

- Minimum of 4 years of professional experience, preferably with experience in the non-profit and/or education sectors
- Undergraduate degree (2:2 or higher)
- Mission: a strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children
- Essential: experience of managing and leading a team in a previous role
- Essential: experience of developing an operational strategy and leading operations in a previous role
- Essential: experience of designing a programme of development or training programme based on the needs of a client/ group of staff
- Essential: experience and understanding of monitoring and evaluation of performance outcomes (including both financial and non financial outcomes)
- Essential: experience of building relationships with key stakeholders in a previous role
- Essential: demonstrated interest in effective leadership models, approaches and practices both inside and outside of education
- Desirable: experience of teaching in a challenging school
- Desirable: experience of marketing and sales in a previous role

Application and Selection Process

Interested candidates should email a cover letter and their CV (along with 2 references) to Baz Chapman, Midlands Regional Director (baz.chapman@teachingleaders.org.uk) by **9am on Monday 6 February 2012**. Please enter 'Midlands Associate Director application' in the subject line.

Shortlisted applicants will be invited to an interview in Birmingham on **Thursday 16 or Friday 17 February**. Successful interviewees will then be invited to an Assessment Centre in Birmingham on **Friday 24 February**.

If you have any questions prior to application, please feel free to contact Baz at the email address above.