

2012 Core Programme Manager, South 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.

Start Date: 9th April 2012 (desirable; earlier if possible)

The Role

The Core Programme Manager is responsible for overseeing the delivery of the 2012 Core Programme in the south region from participant assessment and selection through to delivery, monitoring and evaluation. The 2012 cohort will be composed of 120 middle leaders working in challenging schools London and the South East of England. The successful candidate will be required to work horizontally and vertically across the regional team, working with the Head of Core Programme, Lead Coach, 2012 Participant Experience Managers and Regional Associate Director to ensure the successful delivery of the 2012 programme. The Core Programme Manager will also work collaboratively with Core Programme Managers in the south and other Teaching Leaders regions (North and Midlands).

Key Responsibilities

2012 Core Programme Team Leadership and Management

- Lead and manage a team of three Participant Experience Managers (PEMs), setting a clear direction for the team and ensuring team targets and individual objectives are met
- Effectively lead performance management and development of PEMs in line with Teaching Leaders People Strategy

Participant Recruitment, Assessment & Selection

- Support the south regional team with recruitment, assessment and selection of the 2012 cohort by marking candidate applications and assessing candidates at Assessment Centres in the region

2012 Participant Induction and Residential Delivery

- Lead the delivery of the 2012 Participant Induction Day (13th July; London) for the south region by working with the Head of Core and PEMs to transform the high level design of the day into a successfully planned and well-run event
- Work collaboratively with fellow 2012 Core Programme Manager and Regional Associate Directors to plan and deliver the 2012 Participant Residential (19th through 25th August; Warwick University)—this year the Residential will be delivered for 240 participants across all three regions
- Residential preparation will require extreme organisation, attention to detail and ability to delegate responsibility for key elements of delivery to the PEM team, providing them with support and guidance to oversee the quality of planning and delivery

Programme Design & Delivery

- Oversee the delivery of all elements of the 2012 programme, including training, participant experience and coaching
- Work with the Head of Core Programme and PEM team to adapt the programme training delivery plan to ensure maximum personalisation for 2012 participants

- Work with the Lead Coach and PEMs to ensure the coaching element of the programme is being delivered to expected standards
- Oversee PEMs' organisation and delivery of training events

Participant Experience

- Oversee delivery of participant experience elements of the programme (newsletter, networking events, focus groups) to provide participants with an engaging, developmental and highly positive 2 year experience
- Work with PEMs and the Lead Coach to review participants' progress on the programme and, when appropriate, escalate and address participant performance or engagement concerns to ensure that all participants are performing to programme standards and are given additional support when necessary

Programme Monitoring, Evaluation and Reporting (ME&R)

- Lead ME&R for the 2012 cohort by supervising the monitoring and evaluation of all programme elements (including training, coaching, tools and participant data), highlighting any performance concerns and feeding outcomes back into the delivery of 2012 programme
- Work with Head of Core Programme to quality assure training across the 2012 programme by observing training events and providing feedback for facilitators

Relationship Management

- Manage relationship with In-School Liaisons (senior leader contacts within participants' schools) to establish effective, 2-way communication about the 2012 programme and participants' progress
- Work with Lead Coach and PEMs to manage relationships and communication with 2012 Coaches to keep Coaches up to date with programme news, developments and participant progress
- Be the first point of call for all participant performance issues, and work with PEMs and Coaches to resolve such issues appropriately and effectively

Personal Qualities and Experience

- 4 years of professional experience, preferably with some experience in the non-profit and/or education sectors
- Mission: a strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children
- Formal line management (including performance management) experience in a previous role
- Project management experience in a previous role
- Monitoring & evaluation experience in a previous role
- Relationship management (including with external stakeholders) experience in a previous role
- Event management experience in a previous role
- Commitment to ongoing self and team development

Qualifications

Undergraduate degree (2:2 or higher)

Reports to

Regional Associate Director, South

Direct Reports

Three 2012 Participant Experience Managers

Location

London

Duration

April 2012 through September 2014

Salary

£30,000—32,000 p.a. plus 10% pension contribution

Application and Selection Process

Interested candidates should email a **Cover Letter, CV** and contact **details for 2 references** to (cpm@teachingleaders.org.uk) by **Wednesday, 22nd February**.

In your Cover Letter, please reference why you want to work in the non-profit/education sector and how your previous experience is relevant to this role.

Shortlisted candidates will be invited to a **first-round interview** in London on **Wednesday, 29th February, Thursday, 1st March or Friday, 2nd March**.

Candidates who are successful at the interview stage will be invited to a final **Assessment Centre** in London on **Thursday, 8th March**.

Questions?

Feel free to contact **Thora Eberts** to discuss the role and organisation before applying.

Thora Eberts

Regional Associate Director, South

0203 116 0833

Thora.Eberts@teachingleaders.org.uk