

## Job Description

**Job Title:** Director of the Teaching School Hub

**Salary:** £55,684-£66,594 or £68,513-£73,000 for an applicant with significant experience

**Contract Type:** Permanent, Full Time

**Application Deadline:** 9am on Friday 26th March

**Interview Date:** Thursday 15th April

**Start Date:** Flexible and as soon as possible

The Director of the Teaching School Hub will have leadership responsibility for the direction and accountability of all aspects of the Leicestershire and Rutland Teaching School Hub (LRTSH). The LRTSH will work with partnership organisations and schools across Charnwood, Hinckley and Bosworth, Melton, North West Leicestershire, Rutland and beyond. Working with the Saint Thomas Aquinas Catholic Multi Academy Trust (the Trust) and Christ the King Catholic Academy, the LRTSH will develop and coordinate teacher recruitment, development and retention across our area. The Director of the LRTSH will work with key partners, including regional school leaders, to develop an innovative professional development package to support teachers and school staff at all stages of their careers. The Director of the LRTSH will quickly establish collaborative and impactful working relationships with partners, both locally and nationally.

## Communication

- To develop an effective communication strategy for the hub, so stakeholders have a clear sense of the vision, values and impact of the LRTSH.
- To ensure that the communication strategy reflects the vision and values of the trust, including via social media.
- To develop a communication strategy which reflects the national roles of the Midlands Knowledge Hub, Direct Instruction Hub and Exemplary Leadership Project.
- To ensure that communication to stakeholders establishes the Hub as the first point of contact for recruitment, retention, and development of teachers across our area.
- To report to key stakeholders on the impact and progress against the LRTSH strategic plan.

## Leadership & Management

- As an innovative and creative leader, provide impactful leadership for the LRTSH.
- Ensure that the activity of the Hub puts children first, maintaining high expectations for all.



- Working with other Trust leaders, develop and consistently drive the Hub's strategic plan, ensuring engagement of all partners.
- To line manage and be accountable for all Teaching School Hub staffing in line with Trust policies.
- Support and aid the development of Trust school improvement work as required.
- Monitor and report on all Teaching School Hub KPIs.

### Teacher Recruitment, Development and Retention

- Coordinate ITT recruitment across the locality, ensuring teacher supply targets are met.
- Establish robust mechanisms, in collaboration with strategic partners, to develop the quality of ITT provision across the locality.
- Develop and deliver the Early Career Framework, working with key partners, developing and delivering content as required.
- Ensure ECF recruitment KPIs are met and work in partnership with schools so that over time all Early Career teachers effectively engage in this new provision.
- Develop robust systems to track and support Early Career teachers, ensuring appropriate and effective fulfilment of the designated body role.
- Working with strategic partners, develop and deliver the new National Professional Qualifications for school leaders, including the new Head teachers support package, working with key partners, developing and delivering content as required.
- Develop strong partnerships with Curriculum and specialist networks across the locality, supporting school engagement in provision available.
- Embed evidence-informed practice in all parts of Teaching School Hub delivery, supporting schools' engagement with Research School opportunities.
- Establish a robust Quality Assurance framework to ensure the quality of all Teaching School Hub provision, ensuring appropriate training and support is in place for teaching school staff so that they can successfully implement each aspect of quality assurance.
- Within the first operational year of the LRTSH, establish an effective system to track teacher development and retention across the locality.
- To work with other leaders of education to develop strategies to support recruitment of school staff across the locality.

### Business and Financial Planning

- Work closely with the Director of Performance and Standards and the Trust Finance Team to develop a robust budget and ensure the financial sustainability of the Teaching School Hub.
- Develop a robust Teaching School Hub business plan, with accurate project income targets.



- Act as the key decision maker for all financial decisions.
- Proactively secure additional resources, through successful funding applications.
- Report on financial performance to LRTSH strategic committee, the Trust and the DfE.

### **St Thomas Aquinas Catholic Multi Academy Trust/ Wider Responsibilities**

- To work with the wider executive leadership team to support the development of staff across the Trust.
- Act as a positive advocate for the Trust.
- Support the growth and development of the Trust.
- Support the Catholic mission, vision and values of the Trust.
- Engage with the Trust central team as required, working in a collaborative and positive way with the wider team.
- To maintain a commitment to your own professional development, ensuring that you engage with wider educational research and thinking so that you can continue to effectively shape the strategic vision of the LRTSH.
- Be aware of and comply with all Trust policies and procedures.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.



**Person Specification**

	Essential	Desirable	Evidence*
<b>Experience</b>			
Working in or have worked in education at a senior level	X		A
Direct experience of leading a significant aspect of a Teaching School Hub accountability strand (such as ITT, ECF or NPQs).		X	A/I
A track record of impact as a strategic leader	X		A/I
Experience of budget responsibility with a track record of strong financial management	X		A/I
Significant experience building collaborative partnerships and networks	X		A/I
Experience of writing detailed reports and documents for the public domain, suitable for a range of stakeholders	X		A/I
Strategic planning and project management against agreed KPIs	X		A/I
Working as part of a team	X		A/I
Experience of prioritising workload, time management and conflicting priorities	X		A/I
A track record of strong people management	X		A/I
Securing grant funding		X	A/I
Marketing and Communications		X	A/I
Senior leadership experience of professional development		X	A/I
Understanding of HR systems and processes		X	I
<b>Qualities</b>			
Innovator with strong sense of moral purpose	X		A/I
Proactive and independent worker with strong work ethic	X		I
Team player who builds strong working relationships with staff quickly	X		I
Positive attitude and resilient	X		I
High levels of emotional intelligence	X		I
Excellent communication skills- able to adapt to audience and situation quickly	X		I
Adaptable problem solver	X		I



Reflective with a clear understanding of educational research, writing and thinking	X		I
<b>Other</b>			
Demonstrate an understanding of the St Thomas Aquinas Catholic Multi Academy Trust vision and values, and how they will/do align themselves	X		I
Have a positive attitude to personal development and training	X		I
Open to learning and change	X		I
Committed to putting children's education first	X		I
A willingness to undertake work outside normal working hours - prior notice given	X		I
Commitment to collaborative working and Hub-wide activities	X		I
Full driving licence and ability to travel to all Hub sites and across the identified locality	X		I
Although this is not a post reserved for a practicing Catholic, the successful applicant is expected to sign the CES contract	X		I

