

**Deputy Director of Exceed Teaching School Hub**

**Introduction, job description and person specification**

January 2023

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# Introducing Exceed Teaching School Hub

## Our vision

Exceed Teaching School Hub’s core functions support schools and education trusts that run schools to invest in their workforce to grow, recruit, develop and retain the very best teachers, support staff and leaders. We achieve this through signposting and delivering high-quality teacher development programmes. Our vision acknowledges that teacher and leader development are two of the most important forms of school improvement.

Designated by the [Department for Education](https://www.gov.uk/government/organisations/department-for-education) (DfE) in February 2020, Exceed Teaching School Hub, led by [Copthorne Primary School](https://copthorneacademy.co.uk/) and [Exceed Academies Trust](http://www.exceedacademiestrust.co.uk), supports all 215 schools in Bradford and established partner schools and trusts beyond the city. Exceed Teaching School Hub was one of the first six hubs to be designated in England and is not part of a national network of 87 hubs. The hubs are central to the government’s plans for school improvement in a system that is led by schools.

## Our purpose, ethical goal, and values

Exceed Teaching School Hub’s purpose is:

* To support schools and trusts to invest in their workforce to grow, recruit, develop and retain the very best teachers, support staff and leaders.

The Hub’s ethical goal stems from one of those of [Exceed Academies Trust](http://www.exceedacademiestrust.co.uk):

* To contribute to system-wide improvement in education

Our values underpin our approach:

* Inspire
* Care
* Excel

## Teacher development

Exceed Teaching School Hub delivers government funded programmes that are available to schools at no cost to them. This includes:

* Training and support for Early Career Teachers (ECTs are teachers in the first two years of their career) and their Mentor (an experienced teacher). We deliver the Early Career Teachers’ Programme in partnership with education charity Ambition Institute.
* A suite of eight National Professional Qualification programmes for aspiring and existing school leaders. We deliver seven of these programmes. This includes NPQs for headteacher, senior leaders, and leaders of behaviour and culture.

In addition, we quality assure the induction of teachers in their first two years as a qualified teacher via our Appropriate Body service. We also support the training of the next generation of teachers in partnership with our trust’s own school-led initial teacher training (ITT) programme led by Exceed SCITT. We do run other events for teachers and leaders too, and signpost schools to other high-quality teacher development events and programmes.

*In the school year 2021-22, we have supported 425 Early Career Teachers and Mentors via the Early Career Teachers’ Programme and 275 leaders via the National Professional Qualifications. 185 Early Career Teachers have been supported by our Appropriate Body service. We are highly regarded locally and nationally. We also led projects to the value of £690,000 for the Bradford Opportunity Area.*

# A growing team

Our success and growth have created vacancies in our team. We are seeking to appoint:

* Deputy Director of Exceed Teaching School Hub

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| Post | Deputy Director of Exceed Teaching School Hub |
| Responsible to | Director of Exceed Teaching School Hub |
| Salary Range | L7 - L11 (£51,470 to £56,796) Full Time, Permanent (subject to School Teachers Pay and Conditions) |
| Location | Holybrook Primary School, Bradford with travel to other schools as required. The Hub has a training suite and offices in the school. |

An exciting opportunity has arisen for an experienced and enthusiastic individual to join Exceed Teaching School Hub as Deputy Director. Successful candidates will have significant teaching and leadership experience as well as experience of delivering professional development programmes beyond their organisation. The role is integral to the Hub’s efficient support functions, and you will play an instrumental role in the day-to-day running of the Teaching School Hub. The post-holder will work with the Director of Exceed Teaching School Hub on the strategic development of all aspects of the Teaching School Hub and will lead the Exceeds Appropriate Body Service. We expect the successful candidate to work within a small professional team and be self-motivated. You will be well organised, with excellent communication and leadership skills. As a highly skilled professional, you will be able to work with a wide range of partners, leading effectively in a fast-paced innovative environment. The successful candidate must have a clean driving licence and a car as travel to other venues will be required.

# Job description

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| Main purpose of the job: To assist the Director of the Hub with the strategic development and direction of all aspects of Exceed Teaching School Hub. |
| Key responsibilities and tasks: |
| **Organisation and Leadership:**   * Assist the Director of Exceed Hub with the strategic leadership of Exceed Teaching School Hub in order to meet DfE Key Performance Indicators and improvement priorities. * Develop and Lead the Exceed Appropriate Body Service, working with a range of stakeholders to ensure a highly effective service. * Support the continued development of TSTSH as a main point of contact with the recruitment, retention and development of teachers accessing our services. * Assist with the development and delivery of the Early Career Framework, ensuring that the programme is effective and efficient. * Assist with the development and delivery of the National Professional Qualifications, ensuring that the programmes are effective and efficient. * Co-ordinate strategic training needs and development opportunities to support teacher recruitment and retention and development across Bradford. * Work with the Director of TSTSH, lead providers and other partners to develop professional development opportunities to improve the quality of teaching and leadership. * Assist the Director of Exceed Teaching School Hub in managing staff and performance management as required.   **General Duties**   * Assist with the development and implementation of the Hub’s strategic development plan. * Develop strong strategic partnerships, drawing on the expertise of Research Schools, ITT Providers, Lead Providers and Curriculum Hubs. * Develop strong partnerships with all stakeholders including MATs, Local Authorities, the Regional Schools Commissioner, The Teaching School Hub Council and the DfE. * Work with the Hub Director and the Financial Team, ensuring the Hub is financially viable and sustainable. * Implement robust systems to gather accurate local intelligence and data to evaluate and develop the Hub’s programmes and Appropriate Body Service. * Provide direct input into the self-evaluation process. * Support the Hub Director in implementing robust Quality Assurance approaches to ensure high quality delivery of programmes and services. * Prepare reports and information for DfE, lead providers and other stakeholders. * Working with research schools, curriculum hubs and other partners, embed evidence-informed practice in all parts of Teaching School Hub delivery, and support schools’ engagement with professional development opportunities.   **Communication**  • Regularly report to the Director of Exceed TSHUB.  • Handle enquiries and complaints, ensuring correct escalation of any issues.  • Develop strong links with local partners and support school engagement with professional development programmes and Appropriate Body Services  • Be a positive advocate of the Hub and Exceed Academies Trust Schools, building professional trust and the Hub’s reputation regionally and nationally.  • Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge. |
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|  | **Essential** | **Desirable** | **Evidence** |
| Knowledge and Experience | | | |
| Relevant degree and have Qualified Teacher Status | X |  | A |
| Recent teaching and/or educational leadership experience | X |  | A |
| Experience of developing ITT, Early Career Teachers, Mentors and/or adult training/education |  | X | A/I |
| Experience of turning policy into effective and successful practice | X |  | A/I |
| Experience of writing detailed reports | X |  | A/I |
| Experience of working with a teaching school, teaching school hub or teaching school alliance |  | X | A/I |
| Strong ICT skills MAC /PC with good working knowledge of Microsoft Outlook, Word, Excel and PowerPoint. | 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 |
| Experience of analysing and utilising data in order to drive organisational improvement | X |  | A/I |
| Experience of producing and implementing development plans in order to achieve sustainable change | X |  |  |
| Experience of building effective partnerships and relationships with a range of external partners | X |  |  |
| Knowledge and understanding of the, ECF and NPQ frameworks | X |  |  |
| Personal Qualities | | | |
| 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 |
| Other | | | |
| 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 |
| Ability to travel to all school sites, current valid driving licence and appropriate car | X |  | I |

## Fluency Duty

* In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
* For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level  
The post holder should demonstrate they can:

* Express themselves fluently and spontaneously at length effortlessly.
* Explain difficult concepts simply without hindering the natural smooth flow of language.
* Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

## Special Conditions of Service

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## Other Considerations

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with Data Protection regulations, specifically the General Data Protection Regulations, and always maintain confidentiality, e.g. access to teacher records.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act (2010).
* Must be legally entitled to work in the UK.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Applications:**

Prospective applicants are encouraged to visit Exceed Teaching School Hub by prior arrangement.

**Closing date: 12:00 (noon) Monday 13th February 2023**

**Interviews will take place week commencing 20th February 2023**

If you wish to apply for this role, please visit our trust website www.exceedacademiestrust.co.uk to download an application pack.

Completed applications should be submitted to chloemetcalfe@exceedacademiestrust.co.uk. ***Please note, we do not accept CVs.***

Exceed Teaching School Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Consequently, the successful candidates will be required to undertake an enhanced DBS check.