

**DIRECTOR OF TEACHING SCHOOL**

**JOB DESCRIPTION**

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| **Position:** | Director of Teaching School |
| **Reports to:** | The Executive Principals of Hoyland Common Primary School and Every Child Matters Academy Trust |
| **Responsible for:** | The strategic and operation leadership of Tykes Teaching School Alliance |
| **Pay Scale:** | Leadership Scale – L6 - L9 – or equivalent NJC Pay Grade (Grade 12) |
| **Contract:** | 0.60FTE 1 year Fixed Term (subject to funding) |
| **Start Date:** | 01st September 2017 |

**This is an exciting role for an innovative leader who is passionate about shaping the future of Teaching Schools. This is a unique opportunity for a driven, resilient and inspirational individual to help develop and implement the vision of Tykes Teaching School Alliance.**

**JOB PURPOSE**

The Director of the Teaching School will work closely with the Executive Head of HCAT and the Executive Head of Every Child Matters Academy Trust to provide professional leadership for Tykes Teaching School. They will lead the strategic and operational development of the Teaching School and work alongside the governance board to develop the vision, scope and remit of the teaching School as well as develop partners and partnerships and expand the client base for the Teaching School.

This is a unique post that requires a substantial level of self-resilience, creativity, innovation, ambition and determination.

 **KEY RESPONSIBILITIES**

* To be responsible for the day to day management of Tykes TSA
* To be responsible for developing the Business Plan and in liaison with Business Support develop the financial sustainability of the TSA
* To be responsible for “The Big 6” elements of the TSA – Initial Teacher Training (School Direct - ITT), School to School Support, Accreditation and deployment of SLEs, Professional Development and Training, Research and Development (R&D) and Succession Planning and Talent Management.
* To be responsible for the successful coordination of the School Direct programme.
* To broker support for Schools locally and outside the area.
* To ensure effective Quality Assurance in all aspects of the operations.
* Responsible for the identification of potential sources of funding and developing applications
* To design, lead and market an innovative professional development programme for teachers, leaders, trainees and other school staff. (NQT, RQT, HTLA, OTAP, and an array of other bespoke CPD Offers inline with regional need)
* To Line manage the NQT Leader and support the design, lead and market an innovative professional development programme for teachers, leaders, trainees and other school staff. (NQT, RQT, HTLA, OTAP, and an array of other bespoke CPD Offers inline with regional need)

**STRENGTHENING COMMUNITY**

1. To build a distinctive Teaching School culture and offer which takes account of the richness and diversity of the Teaching School’s local communities.

2. To ensure a range of community-based learning experiences.

3. To contribute to the development of the education system by sharing effective practice, working in partnership with the National College for Teaching & Leadership, partners and other Teaching Schools and promoting innovative initiatives and networks.

4. To co-operate and work with relevant agencies to protect children.

5. To ensure that the Teaching School promotes effective links with the Barnsley School’s community and the wider school community and continues the development of close liaison with other primary & secondary schools.

6. To ensure that the Teaching School offers an appropriate breadth of services.

**SHAPING THE FUTURE**

The Director of Teaching School will be responsible, alongside key stakeholders, for developing a vision for Tykes TSA which inspires and motivates the Teaching School partners and community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders.

1. Contribute to the development and use of technologies for learning and teaching.

2. Design and develop innovative training and support programmes and Teaching School activities.

3. Contribute to leading-edge developments in teaching and learning and support for teaching and learning.

4. Initiate and lead Action Research projects.

5. Work on own initiative to bring emerging practice to the attention of the Teaching School and Alliance partners.

6. Work on own initiative to bring leading-edge activities to Teaching School and Alliance partners.

7. Promote the work of the Teaching School at local and National Level

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE TEACHING SCHOOL**

The Director of Teaching School will be responsible for working with the Executive Headteacher of Hoyland Common Primary Academy, the Executive Headteacher of Every Child Matters Academy Trust and Teaching School Alliance partners, to develop a strategic view for the Teaching School, to analyse and plan for future needs and for the further development of Tykes TSA within the local, national and international context.

1. To formulate overall aims and objectives for the Teaching School and implementation plans.

2. To create an ethos and provide educational vision and direction which secures effective relationships between Teaching School partners.

3. To develop with partners all Teaching School plans, policies and operations.

4. Secure the commitment of the wider community to the vision and direction of Tykes TSA to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing Teaching School improvement.

5. To ensure that all those involved in the Teaching School are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the Teaching School.

6. To ensure that the management, finance, organisation and administration of the Teaching School support its vision and aims;

7. To bid for, manage and track the impact of complex projects involving a range of stakeholders.

8. To ensure that policies and practices take account of national and local data and inspection research findings.

9. To monitor, evaluate and review the effects of policies, priorities and targets of the Teaching School in practice and take action if necessary.

**LEADING AND MANAGING STAFF**

The Director of Teaching School will be responsible for leading, motivating, supporting, challenging and developing staff to secure improvement.

1. To maximise the contribution of staff to improve the quality of service delivery.

2. To plan, allocate, support and evaluate work undertaken by and on behalf of the Teaching School.

3. To implement and sustain effective systems for the management of staff performance.

4. To participate in arrangements for performance management.

5. To ensure that staff working on behalf of Tykes TSA are appropriately trained, monitored, supported and assessed.

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

The Director of Teaching School will be responsible for deploying people and resources efficiently and effectively to meet specific objectives in line with the Teaching School’s strategic plan and financial context.

1. To work with Teaching School Alliance partners and senior colleagues to recruit, deploy and develop staff of the highest quality.

2. To advise the Teaching School Alliance partners and implement decisions in relation to staffing.

3. To advise the Teaching School Alliance partners on the adoption of effective procedures to deal with the competence and capacity of staff.

4. To advise Teaching School Alliance partners on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.

5. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the activity and health and safety regulations.

6. To make arrangements, if so required, for the security and effective supervision of Teaching School buildings and/or buildings used by the Teaching School.

7. To undertake Health and Safety responsibilities.

8. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially activity.

9. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

**ACCOUNTABILITY**

The Director of Teaching School will be accountable for the efficiency and effectiveness of the Teaching School to the Executive Headteacher of Hoyland Common Primary Academy, the Executive Headteacher of Every Child Matters Academy Trust, the Governing Body of both schools, the Tykes TSA partners and the National College for Teaching & Leadership.

1. To provide information, objective advice and support to the Teaching School Alliance partners to enable Tykes TSA to meet its responsibilities in achieving the National Key Performance Indicators for Teaching Schools and for achieving efficiency and value for money.

2. To create and develop an organisation in which all Teaching School Alliance partners and staff recognise that they are accountable for the success of the Teaching School.

3. To present a coherent and accurate account of the Teaching School’s performance in a form appropriate to a range of audiences, including the National College for Teaching & Leadership, Ofsted and Governors.

**PERSON SPECIFICATION**

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| **Experience, Training and Qualifications** | **Essential / Desirable** |
| Educated to Degree Level | E |
| QTS / PGCE or equivalent | D |
| A Management Qualification | E |
| Ability to show successful management of a diverse team of staff for at least 3 years | E |
| Experience of Operational Delivery | E |
| Experience of Educational Initiatives, National Priorities and current Curriculum Developments | E |
| Significant experience of successfully training and coaching staff | E |
| Experience of leading meetings with staff and partners | E |
| Successful experience of working with external organisations | E |
| Experience of addressing large groups of staff | E |
| Understand and appreciate the principles that underpin School Improvement | E |
| Experience of the identification of potential sources of funding and developing applications | D |
| **Leadership and Management Skills** |
| Initiate and manage change and improvement in pursuit of strategic objectives | E |
| Manage a diverse and varied workload | E |
| Prioritise, Plan and Organise | E |
| Direct and Coordinate work of others | E |
| Lead, Support and work as part of a high performing team | E |
| Deal sensitively with people and resolve conflicts | E |
| Utilise a variety of leadership styles within a fast paced environment | E |
| Negotiate effectively with external agencies | E |
| Interpret and evaluate complex information, including data | E |
| Use ICT effectively as a management tool | E |
| Maintain and develop the ethos of an outstanding organisation | E |
| **Personal Attributes** |
| High level of ability to communicate maturely, confidently, persuasively and diplomatically, both in writing and verbally with a range of people, including senior leaders, academics and managers | E |
| Ability to work under pressure and to meet tight deadlines | E |
| Flexible and adaptable – able to meet the requirements / hours that meet the needs of the teaching School priorities. | E |
| Ability to make judgements in work situations, analyse and develop options | E |
| Willingness and ability to work cooperatively as part of a team with the ability to form effective working relationships | E |
| Articulate and attentive to detail | E |