



# Teaching School Hub Senior Administrator/ Programme Lead

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May 2023

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[www.teachingschoolhub.co.uk](http://www.teachingschoolhub.co.uk)

#WeExceed

@TeachingSchHub

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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](#) (DfE) in February 2020, Exceed Teaching School Hub, led by [Cophorne Primary School](#) and [Exceed Academies Trust](#), 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 now 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](#):

- To contribute to system-wide improvement in education

Our values underpin our approach:

- Inspire
- Care
- Excel

## Teacher development

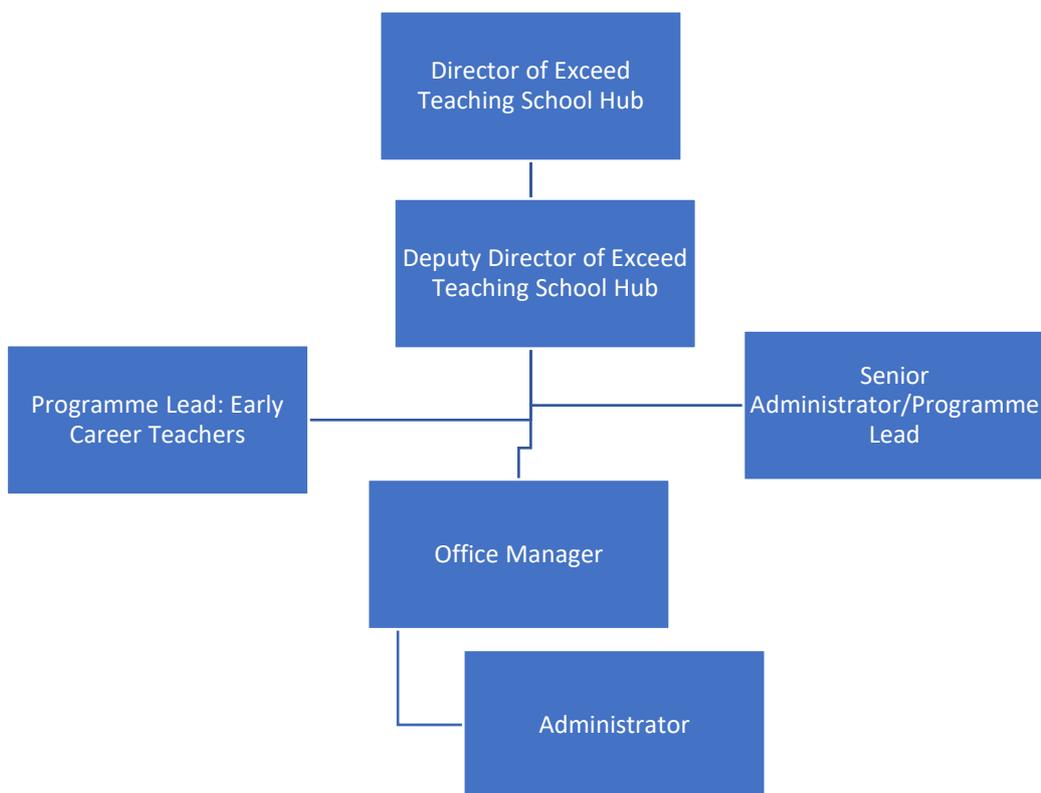
Exceed Teaching School Hub delivers government funded programmes that are available to schools at no cost to them. This includes:

- 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 run other events for teachers and leaders too, and signpost schools to other high-quality teacher development events and programmes.

*In the school years 2021-23, we have supported 900 Early Career Teachers and Mentors via the Early Career Teachers' Programme and 675 leaders via the National Professional Qualifications. 425 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.*

## Staffing Structure



## Salary and grade

PO2 SCPs 29 to 32 £35,415 - £38,300 (pro rata to £31,661 - £34,240 per annum, term-time only plus 10 days).

The successful applicant will be based at Holybrook Primary School, Bradford (Ofsted Outstanding, May 2022). The Hub has a training suite and offices in the school.

The post is initially for a fixed term to 31<sup>st</sup> August 2024, or for the duration of grant funding.

Start date for successful applicants: As soon as possible.

## Job description

The successful applicant will work closely with the Director of Exceed Teaching School Hub to:

- Provide information, advice and guidance to prospective and active participants of the programme, including via email, telephone calls and school visits
- Provide the Director of Exceed Teaching School Hub with regular updates on the recruitment and registration of participants to teacher development programmes.
- To process registrations for Exceed Teaching School Hub's teacher training programmes and services.
- To cross reference information on various data sets to confirm training programme participants are eligible and fully registered for the programmes.
- Manage and maintain records and contact details of current and past programme participants
- To accurately maintain records on external agency databases to deadlines, e.g., the DfE Ambition Institute
- Promote high levels of engagement with the programme amongst participants to ensure the programme(s) are successfully completed
- Monitor and report on recruitment, engagement, and retention rates
- Schedule programme events, both online and face-to-face
- Support programme facilitators to deliver their programme events confidently and effectively
- Schedule and arrange quality assurance activities for the Director of Exceed Teaching School Hub
- Lead the engagement campaign for the teacher development programme, including social media and website development
- Maintain the Teaching School Hub's online presence, including managing the public website, social media and internal learning platform to ensure information is up to date and successes disseminated
- Support colleagues to fulfil their duties as required during peak periods
- Support the Director of Exceed Teaching School Hub to manage and monitor programme budgets
- Any other duties commensurate with the grade as directed by the Director of Exceed Teaching School Hub

## Person specification

	Essential	Desirable	Evidence
<b>Experience</b>			
Working in or have worked in education.		X	A
Have Qualified Teacher Status		X	A
Experience of developing ITT, Early Career Teachers, Mentors and/or adult training/education		X	A/I
Experience of organising and managing training or CPD to teachers or other adults.		X	A/I
Experience of writing detailed reports	X		A/I
Use of technology, including online portals, Zoom for video calls, laptop, data projector, and iPad	X		A/I
Proficient and confident use of Microsoft 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 managing data to track progress	X		A/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
<b>Other</b>			
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 and across the identified locality	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.



Part of Exceed Academies Trust and led by Copthorne Primary School (Ofsted: Outstanding, December 2021)

## Senior Administrator/Programme Lead

**PO2 SCPs 29 to 32 £35,415 - £38,300 (pro rata to £31,661 - £34,240) per annum**  
**Term-time only plus 10 days.**

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

Following our success in delivering government funded programmes for schools in 2021-22, we are seeking to appoint a Senior Administrator/Programme Lead, to support the Hub in the delivery of our suite of National Teacher Development Programmes.

The successful applicant will work closely with the Director of Exceed Teaching School Hub to:

- Provide information, advice, and guidance to prospective and active participants of the programme, including via email, telephone calls and school visits
- Lead the engagement campaign for the teacher development programme, including social media and website development
- Promote high levels of engagement with the programme amongst participants to ensure the programme(s) are successfully completed
- Monitor and report on recruitment, engagement, and retention rates
- Manage and maintain records and contact details of current and past programme participants
- Schedule programme events, both online and face-to-face
- Support programme facilitators to deliver their programme events confidently and effectively
- Schedule and arrange quality assurance activities for the Director of Exceed Teaching School Hub
- Support colleagues to fulfil their duties as required during peak periods
- Support the Director of Exceed Teaching School Hub to manage and monitor programme budgets
- Monitor and report on programme pass and retention rates
- Manage data sets at scale
- Any other duties commensurate with the grade as directed by the Director of Exceed Teaching School Hub

The successful applicants will be based at Holybrook Primary School, Bradford (Ofsted: Outstanding, May 2022). The Hub has a training suite and offices in the school.

The post is initially for a fixed term to 31<sup>st</sup> August 2024, or for the duration of grant funding.

**Closing date: 12:00 (noon) Monday 5<sup>th</sup> June 2023**

**Interviews will take place Friday 9<sup>th</sup> June 2023**

**Start date for successful applicants: As soon as possible.**

Prospective applicants are welcome to visit the Hub by prior arrangement.

If you wish to apply for this role, please visit our trust website [www.exceedacademiustrust.co.uk](http://www.exceedacademiustrust.co.uk) to download an application pack.

Completed applications should be submitted to [recruitment@exceedacademiustrust.co.uk](mailto:recruitment@exceedacademiustrust.co.uk). ***Please note, we do not accept CVs.***

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2022. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.