

Director of Teaching School Hubs Job Information Pack







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Introduction

Thank you for your interest in applying for the post of Director of Teaching School Hubs. The vacancy arises because the current post holder has gained promotion to a new position. We are keen to build on our current Director's excellent contribution to the development of our Teaching School Hub programme by appointing an outstanding candidate with vision and high levels of motivation. We hope the information provided will help to persuade you that this is a unique opportunity to be part of a great organisation at a creative phase of its evolution. There is a wealth of additional information about SWIFT on our website www.sw-ift.org.uk. Good luck!

About us

South West Institute for Teaching

The South West Institute for Teaching - or SWIFT for short - is proud to be one of the largest providers of teacher development in the Devon, Plymouth and Torbay region, offering world-class training to over 3000 teachers and leaders from over 500 schools each year. SWIFT is a partnership dedicated to teacher development at every stage of teachers' careers. From September 2024 we will be delivering ITT through SWIFT Teacher Training – a newly accredited SCITT within the partnership. We have extensive experience of delivering the Early Career Framework and National Professional Qualifications. In addition, we provide high quality Appropriate Body Services to schools and trusts across the area. All this requires an extensive partnership with schools, trusts, regional and national partners, build around teacher development.

Colyton and Kingsbridge Teaching School Hubs

The two designated TSHs for Devon, Plymouth and Torbay are Colyton and Kingsbridge. Working together as part of South West Institute for Teaching (SWIFT), both TSHs offer a single, joined-up approach, combining governance, staffing, and operations. This allows us to be more efficient and have more time and resources to support Schools and Trusts.

Colyton Grammar School (Colyton) was designated a Teaching School Hub by the Department for Education in January 2021. The Designated Area includes the Local Authority Districts of East Devon, Mid-Devon, North Devon and Torridge, covering 194 schools.

Kingsbridge Community College (part of Education South West) was awarded Teaching School Hub status by the Department for Education in January 2020, one of six Test and Learn hubs that were designated ahead of the National Roll Out in January 2021. The Designated Area includes the Local Authority Districts of Exeter, Plymouth, Torbay, Teignbridge, South Hams and West Devon, covering 317 schools.



Colyton Grammar School

In 1546 Colyton Grammar School was established "for the goodly and virtuous education of children forever". Today, Colyton continues to be a non-fee paying, high performing school for academically able boys and girls. Our goal is to create excellence through intellectual curiosity and creativity and to enable our students to thrive as they take their next steps into the world of university and the workplace. The values and mission have not really altered from those of our Tudor founders in that we want our young men and women to be people of great principle, integrity and character who are equipped to become the future leaders of their community.

The School has a reputation for academic success and the overwhelming majority of the students progress to the most highly selective universities and places of learning in the UK including Oxford, Cambridge and the Royal College of Music. This success is built on high expectations, hard work and the fact that Colyton is an inclusive school built on meritocracy, where every academically able child regardless of social-economic background, ethnicity or gender can thrive.

Education South West

At Education South West is built on the belief that education makes children's lives better. The Trust believes strongly that every child is talented and it is the role of those in education to challenge, support and nurture these talents. Across all the Trust schools staff aim to provide an educational experience which is outstanding. Outdoor activity plays a big part in our broad and balanced curriculum. As well as traditional academic subjects the Trust champions practical subjects and technical education. Sport, art, technology drama and music play an important role in all Trust schools. As well as 3 secondary, 1 all-through and 6 primary schools, the Trust also has a University Technical College specialising in engineering and health sciences. The Trust includes the Kingsbridge Research School, which partners with SWIFT in CPD and ITT programme development.

National Partners

Teach First

We have a strong partnership with Teach First. As our lead partner for the majority of our Early Career Framework (ECF) and National Professional Qualifications (NPQs), we have developed a mature partnership delivery model that draws on the curriculum expertise of Teach First, our expertise in high quality delivery at scale and the school-based expertise of delivery leads across our partner schools and trusts. Our programme member surveys consistently place SWIFT delivery well above national average for Teach First. Equally, our pass rates at NPQ are significantly higher than average.

National Institute of Teaching

Both Colyton Grammar School and Education South West are Associate Colleges for the National Institute of Teaching (NIOT). We are launching a test and learn phase of delivery with limited numbers of ECF and NPQs in 2023-2024, with a view to expanding the programme membership the following year.

Regional Partners

Trusts and Schools

SWIFT works in partnership with a range of trusts and schools that form our Partnership Group. These include:

- Cornerstone Academy Trust
- Education South West
- First Federation
- Learning Academies Partnership SW
- Learning to Live Federation
- Riviera Education Trust
- Tarka Learning Partnership
- Ted Wragg MAT
- Westcountry Schools Trust (WeST)
- Ventrus Multi Academy Trust
- Uffculme Academy Trust

This partnership approach has a multiplier effect, enabling us to be more than the sum of our parts and this principle is reflected in the stylised more than symbol in our logo.

Leading Schools South West

SWIFT works in close partnership Leading Schools South West (LSSW) to offer the full suite of eight reformed NPQ programmes, which now includes new qualifications in Leading Literacy and Early Years Leadership. This partnership includes our neighbouring TSHs in Cornwall – One Cornwall. Our NPQs are delivered by LSSW's network of area-based serving school leaders, ensuring that our programme blends the best of local and national expertise. All participants have the opportunity to become part of a long-term network of local school leaders, which includes access to the unique SWIFT enrichment offer (e.g., termly SWIFT Leadership and Curriculum Forums).

About the job

Summary

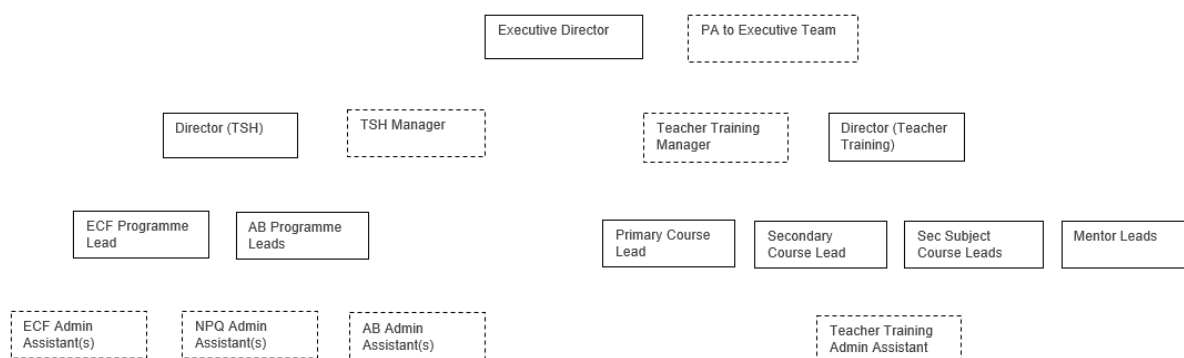
We aim to appoint a highly talented Director to lead our Teaching School Hubs' programmes across Devon, Plymouth and Torbay and be part of a highly experienced Director and Central team. The successful applicant has the opportunity to build on excellent foundations laid through Years 1 and 2 and set out new routes to improving the quality of programmes and extend further the range of schools that engage with us. We seek applicants with the ability to deliver professional development at scale through partnership-based approaches and lead the design and quality assurance of materials, seminars and conferences.

The post is based at our Colyton Office. It can be flexibly structured to accommodate applicants that are seeking full or part time employment (1.0-0.6 FTE) and with the option of office or hybrid working arrangements. The salary is L19-L22* and the contract is permanent (*subject to staffing review confirmation). Start date is 1 September 2023.

We are strongly committed to Diversity, Equity and Inclusion. For us Diversity means ensuring that diverse representation is built into everything we do, Equity means we remove barriers to access and Inclusion means we embrace and respect the full range of human identities.

Safeguarding of children is our highest priority and the successful applicant will be required to complete an enhanced Disclosure and Barring Service check.

Staffing Structure Organogram



NB Subject to staffing review confirmation.

Employed by / Base / Flexible working

The post holder will be Colyton Grammar School and the base for the post is Colyton Grammar School. While the post holder is expected to be on site during the week, there is the option for a hybrid or office and home-based working.

Contract

The post is available on a Full Time or Part Time basis which can be negotiated. The minimum part time role would be 0.6FTE and the Job Description would be adjusted to reflect this. The salary is L19-L22* and the contract is permanent. Start date is 1 September 2023 (*subject to staffing review confirmation).

Line Management and Supervision

The post is line managed by the Executive Director of SWIFT and provides supervision of TSH Manager and ECF Programme Lead, as well as overseeing our external team of AB leads.

Job Description

Governance

- Contribute to Directors' Reports to SWIFT Trust Board and SWIFT Partnership Group as required.
- Attend Partnership Group meetings.
- Report to and attend Colyton Grammar School Trustee Meetings as required

Leadership

- Member of Executive Team.
- Leadership across both Colyton and Kingsbridge TSHs, ensuring that strong team ethos is sustained across both offices.

- Leadership of Appropriate Body Service (AB), Early Career Framework (ECF) and National Professional Qualifications (NPQs).
- Leadership of Colyton TSH's role as a Lead Partner in SWIFT Teacher Training
- Maintain strong working relationship and communication with the SLT of Colyton Grammar School, attending SLT meetings as required.

Strategic and Operation Planning

- Contribute to strategic and operational planning as required.
- Produce sections of the TSH Delivery Plan relating to the ECF and NPQs.

Staffing

- Contribute to the development of the SWIFT Central Team staffing plan.

Partnerships

- Build and maintain effective delivery partnerships for AB Services, ECF and NPQs.
- Hold partners to account for contractual delivery of services.
- Develop high quality relationships with Trusts, including tailored models of delivery of ECF and NPQs.

Quality Assurance

- Contribute to the implementation of overall QA procedures (internal and external).
- Design and implement QA procedures for AB, ECF and NPQs.

Representation / Membership

- Teach First partnership group
- National Institute of Teaching SW Campus
- Leadership Schools South West
- Teaching School Hub Council

Reporting

- Contribute to termly written reports to the SWIFT Trust Board and SWIFT Partnership Group, focusing on the ECF and NPQs.
- Maintain a detailed knowledge of the AB, ECF and NPQs reporting requirements to the Department for Education and Partners.
- Recruitment, selection and progress of trainee teachers supported through Colyton TSH

Finance

- Propose costed models for delivery of the AB, ECF and NPQs.
- Support SWIFT Budgeting and Financial Reporting procedures

Early Career Framework

- Oversee ECF Delivery Design for Teach First and NIOT.
- Oversee ECF Recruitment and Retention design.
- Lead training and oversight of Delivery Partners.
- Develop and maintain an expert understanding of ECF requirements and TSH responsibilities.
- Ensure compliance with contractual commitments to Teach First and NIOT.

Appropriate Body Service

- Manage and hold to account Colyton and Kingsbridge Teaching School Hub Appropriate Body Partners through contractual arrangements.
- Maintain clear alignment between ECF and AB Services.
- Ensure compliance with DfE AB Guidance.

National Professional Qualifications (NPQs)

- Develop and maintain an in-depth knowledge of NPQs.

- Design effective local delivery models for the LSSW / SWIFT / One Cornwall partnership.
- Provide advice and support to LSSW on programme delivery.
- Oversee promotion and recruitment, programme set-up and programme delivery.
- Ensure compliance with contractual commitments to Teach First and NIOT.

Initial Teacher Training (ITT)

- Lead East Devon and Dorset Campus as a Lead Partner in SWIFT Teacher Training.
 - Oversee recruitment, selection and pre-course support
 - Build and maintain network of campus trust partners for placements
- Oversee planning and delivery of Intensive Training and Placements

Continuous Professional Development

- Design CPD programmes as part of our TSH delivery
- Complete TSHC application process for TSH based CPD
- Maintain an expert understanding of leading CPD nationally and the underpinning evidence on effective CPD

Other Duties

- Maintain highest standards of professional conduct as an employee of Colyton Grammar School.
- Maintain high levels of communication with SLT and staff at Colyton Grammar School.
- Undertake any other reasonable duties as requested by the Line Manager.

Person Specification

	Essential	Desirable
Education and training	Good honours degree	Masters in Education or Leadership
Experience	Leadership of Professional Development and / or Initial Teacher Training Design or implementation of evidence-based professional development. Design and QA of materials, seminars and conferences.	Part of national framework of Professional Development delivery (e.g. within a TSH, national Lead Partner, EEF or HEI)
IT Skills	Excellent use of Microsoft Office 365 (or equivalent).	Expertise in CRM systems
Communication	Ability to communicate highly effectively, orally and in writing, with people at all levels (Online + in person). Good negotiation skills.	Ability to publish blogs. Expertise in social media.
Other skills and qualities	Highly effective leadership skills. Highly engaged in evidence and research around effective teaching and learning and teacher development. Strong professional work ethic. Strong commitment to Nolan Principles of public service. Strong commitment to Diversity, Equity and Inclusion. Flexibility and adaptability. Proactive and highly organised. Able to work under pressure in a busy environment. Ability to deliver work with clearly defined deadlines. Ability to effectively lead in teams across different sites and a wider partnerships.	

Selection Process

Diversity, Equity and Inclusion Statement

We are strongly committed to Diversity, Equity and Inclusion. For us Diversity means ensuring that diverse representation is built into everything we do, Equity means we remove barriers to access and Inclusion means we embrace and respect the full range of human identities.

Please share with us information about how we can ensure we fulfil the commitment, such as any adjustments for disability, religious observance or maternity facilities you may require. If at any stage we use language that falls short of our commitment please let us know so we can continue to learn in line with our DEI commitment.

Find out more

If you would like to arrange a call, online meeting or visit us for a tour, please contact the Executive Director of SWIFT, Martin Smith (martin.smith@sw-ift.org.uk).

How to apply

Complete and return the application form by noon on Monday 22 May 2023.

Interview process

Interviews will take place between Wednesday 24 and Friday 26 May 2023.

