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**Job Title:** Teaching School Hub - Teacher Development Lead

**Salary:** L5-10

**Line Manager:** Head of Teach West London

**Accountability Relationship:** Trust Directors, Trust Executive team.

**Supervisory Responsibility:** As required, Teaching School Hub Administrators.

**Hours:** Full-time

**Contract type:** Permanent

**Location:** *The successful post-holder will support the Head of Hub to sustain the already successful TSH base at Ada Lovelace CofE High School. The role itself has scope for hybrid working by negotiation. Regular visits to partner schools to quality assure ITT and ECTP programme delivery and induction arrangements would be required as part of this role, as would attendance at key meetings at Ada Lovelace CofE School or other Trust Schools. Teach West London partners with schools across the boroughs of Ealing, Harrow, Hillingdon and Hounslow.*

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### **Main purposes of the job**

- To lead the delivery of high-quality professional development for Early Career Teachers (ECTs), ensuring excellent facilitation, strong engagement and statutory support and assessment across induction (working across ECTP and Appropriate Body strands).
- To contribute to the delivery and quality assurance of Secondary Initial Teacher Training (ITT), including oversight of placements and the provision of bespoke support to schools, mentors and trainees when required.
- To support the recruitment of high-quality trainees onto Teach West London's ITT programmes.

### **Main responsibilities and tasks**

**To lead the delivery of high-quality professional development for Early Career Teachers (ECTs), ensuring excellent facilitation, strong engagement and statutory support and assessment across induction (working across ECTP and Appropriate Body strands).**

#### **ECTP strand:**

- Support with quality assurance processes and the delivery of high-quality training to facilitators.
- Ensure action is taken following QA visits to improve standards.
- Use analysis of participant and facilitator feedback to improve standards.

- Routinely share participant feedback with facilitators and support them to take action where improvement is needed.
- Use all quality assurance activities to effectively evaluate the delivery of the ECT programmes and identify areas for improvement.
- Lead on Teach West London's communication with participants and schools to support improved engagement.
- Effectively support administrator(s) to analyse and accurately report on engagement data.
- Lead on identification and response to poor participant engagement.
- Report in line with Lead provider expectations (e.g. engagement, satisfaction, QA)
- Effectively report on standards and progress to key stakeholders (e.g. Trust Directors, TSH steering group)

### **Appropriate Body**

- Lead on first line communication with schools, supporting schools with bespoke queries related to induction. This includes working with and supporting TSH administrators
- Lead on reductions to induction, ensuring robust decision making which can be presented twice a year to the Appropriate Body advisory board.
- Carry out in-person quality assurance and fidelity check visits as directed by Appropriate Body Lead, including preparation before and providing a report after.
- Notify the Appropriate Body lead if you have cause for concern following a school visit and provide appropriate support to these schools e.g. additional training and guidance to Induction Tutors.
- Work collaboratively with schools where there are issues around an ECT's performance and encourage schools to put in place appropriate action/support plans, as directed by Appropriate Body Lead. The appropriate range of support will depend on the issues an ECT is having.
- Support with high quality induction tutor training.
- Read and review Early Career Teacher Progress reviews or formal assessment forms each term. The review of these documents needs to be completed in a short window and therefore there is a need to work flexibly, e.g. working outside of normal hours during these 'pinch points' in return for TOIL.
- Provide Teach West London Appropriate Body Lead with feedback on the quality of progress reviews and formal assessment forms and provide appropriate support to induction tutors where improvement is needed.
- Attend training and moderation activities to ensure consistency of approach (ECTs in needs of support, Quality Assurance visits and Report reviews) across the Appropriate Body delivery team.

### **Both**

- Support with development of a training programme which supports operational resilience across the Teaching School Hub.
- Ensure Administrator Handbooks and Standard Operating Procedures are developed / updated annually to support operational resilience.

**2. To contribute to the delivery and quality assurance of Secondary Initial Teacher Training (ITT), including oversight of placements and the provision of bespoke support to schools, mentors and trainees when required.**

- To effectively carry out in-person and/or virtual quality assurance visits as directed by the Director of ITT – Secondary Programmes. It is expected that during each training phase (per term) approx. 25 trainee teachers will need to be visited.
- Provide Director of ITT (Secondary Programmes) with accurate feedback on the quality of partnership provision.
- Attend training and moderation activities to ensure consistency of approach across the ITT quality assurance delivery team.
- To determine the nature and level of support that individual trainee teachers or school mentors require.
- To ensure the placement school and trainee are informed of the need for any additional support.
- To keep the Director of ITT (Secondary Programmes) informed about any trainee teachers who are not on track to gain QTS.
- Provide remedial support to placement schools, trainees and/or mentors as directed by the Director of ITT. This could include implementation and oversight of support plans.
- To deliver trainee and or Mentor curriculum sessions, as and when required.
- To support Director of ITT (Secondary Programmes) with curriculum development.
- To nurture and develop trainee teachers by providing high-quality pastoral and professional support.

**3. To support the recruitment of high-quality trainees onto Teach West London's ITT programmes.**

- Review application forms and participate in selection processes.
- When required, support at School experience events, careers events, DfE Get into Teaching Regional events and virtual Get Into Teaching events.

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**Key measures of success**

- High satisfaction from stakeholders across ITT, ECTP and AB.
- Strong participant engagement (ECTP) that meets Lead Partner and TSH expectations.
- Quality assurance (ECTP, AB and ITT) completed in line with the Teach West London. expectations, with resulting actions leading to demonstrable improvements.
- High ITT completion rates.
- Robust assessment decisions validated by the AB advisory board.
- Support provided improves performance and retention of trainees and ECTs.
- Sustained high school engagement with the Teaching School Hub.

Signatures Signature of Manager: \_\_\_\_\_ Date:

Signature of Post-Holder: \_\_\_\_\_ Date:

## Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade (or equivalent) or higher in English and Maths	✓	
A Levels	✓	
Teaching qualification (QTS)	✓	
University Degree	✓	
Staff Training qualification e.g. NPQ LTD		✓

Knowledge and Experience	Essential	Desirable
Successful experience of supporting and developing trainees and Early Career Teachers (including effective work with trainees and Early Career Teachers in need of additional support)	✓	
Successful experience of delivering high quality training for teachers	✓	
Successful experience of raising standards	✓	
Successful Experience of working with data and accurately reporting on progress	✓	
Experience of effectively facilitating meetings	✓	
Experience / knowledge of carrying out performance appraisals (this could include line managing another member of staff and/or accurately assessing and reporting on teacher performance)	✓	
Advanced MS Office user, especially Excel	✓	
Knowledge of ITT, ECT programmes / ITTECF	✓	
Experience of managing support staff		✓

Personal Qualities	Essential	Desirable
Ability to build strong stakeholder relationships both external and internal	✓	
Professional attitude and approach to work	✓	
Commitment to own professional development	✓	
Willingness and ability to work autonomously and flexibly (manage own time, pro-active, take full responsibility for work)	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Able to demonstrate flexibility in managing their work schedule in response to evolving priorities throughout the academic year	✓	
Enthusiastic about and able to work with a wide range of people: Head teachers, school leaders, mentors, ECTs, trainees	✓	
Able to demonstrate influencing, persuading and coaching	✓	
Customer focused with excellent customer care skills	✓	
Flexibility to attend meetings and training sessions which may last longer than planned or be subject to last minute alterations	✓	

Ability to communicate clearly and effectively with different audiences orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Ability to work as part of a team and also independently	✓	
Excellent attendance and punctuality, willingness to be flexible to meet the demands of the job	✓	
A commitment to the ethos and values of the Trust and TSH	✓	

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