Teaching Leaders and The Future Leaders Trust

Vacancies in our new organisation

Teaching Leaders and The Future Leaders Trust are joining forces. From 1 November 2016 we will operate as one unified, stronger organisation and are seeking skilled and driven people with a passion for social justice to join our workforce. This is an exciting time to join us — the strategy and culture emerging from our union is vibrant, bold and dynamic and will make us a major player in the education sector.

About us

Teaching Leaders and The Future Leaders Trust are two leading not-for-profit organisations with a common mission: to transform the life chances of children by building a movement of exceptional leaders at all levels in schools in challenging contexts.

The Future Leaders Trust was set up in 2006 and delivers a range of training and development programmes for aspiring senior leaders and headteachers through to academy trust CEOs. It has a network of 1,700 leaders working in 1,500 schools including 170 headteachers.

Teaching Leaders was established two years later and focuses on developing outstanding middle leaders in schools. It has trained 1,958 teachers in over 950 schools and now recruits over 1,000 middle leaders annually to its selective programmes.

Where we are now – the integration

In June 2016 we announced our intention to join forces and form one organisation. We share an ambitious vision that every child fulfils their potential regardless of background and a belief that great school leaders at all levels are the key to achieving this.

Joining forces will help us to have greater impact by:

- Building the leadership pipeline in challenging schools by joining up our programmes to provide a clear and cohesive leadership development pathway for the whole leadership spectrum.
- Growing the number of school leaders in the hardest to reach areas, by combining our networks and school relations activity to reach more children in challenging contexts in more areas of the country.
- Supporting schools and groups of schools with strategic development and succession planning of their leaders.

We are currently working hard to manage an effective transition into one new organisation by 1 November. Together we are formulating a robust strategy and building a vibrant internal culture.
Our Departments

External Relations
The External Relations department is responsible for ensuring we work with the right external partners to deliver our intended impact. We work to coordinate and strengthen the organisation’s relationships with government bodies, corporate partners and charitable donors.

Leadership Programmes
The Leadership Programmes department designs and delivers high quality innovative training for participants to become and excel as system leaders within schools in challenging contexts.

Marketing & Communications
The Marketing & Communications department is responsible for the brand, profile and reputation of the organisation. The department is also responsible for ensuring evidence and practice about school leadership is seen and heard across online and offline platforms. We lead on marketing to attract the very best participants to our programmes and on communications which engage and inform our stakeholders.

Participant Networks
The Participants Networks department is a new department in the organisation, created to maximise the strength of our fast-growing network of people who have engaged with our leadership programmes. Our aim is to build a dynamic movement of like-minded people to have a substantial collective impact in challenging schools.

School Relations & System Leadership
The School Relations and System Leadership department is responsible for our relationships with individual leaders, schools and the wider education system. We lead on recruitment to our programmes and the selection of participants by acting as trusted advisors to schools, with a focus on those areas of the country most in need of support.

Strategy & Operations
The Strategy & Operations department is responsible for shaping the future direction of the organisation. We help to develop new programmes, improve our operations, evaluate our impact, and lead business development and planning for our long term sustainability.

Our Offer

Whilst we are still working on creating an effective total reward package for the new organisation, we are happy to announce that to get us going we will be able to offer you;

- Agile working – a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing
- A competitive annual leave entitlement – 25 days plus bank holidays
- A generous employer pension contribution – 11% (10% pension plus 1% NI rebate)
- Competitive salaries rates
- Season ticket and bike loans
- Various learning and development options for you to take ownership of your career development, including; a management and leadership programme
- A dedicated HR, payroll and finance team that will deliver great service
How to apply

To apply for any of our vacancies please email the following to jobs.fl@future-leaders.org.uk:

- An up-to-date CV, no more than two pages in length
- A cover letter – up to one page and must include why you are interested in the role and any dates you are unavailable for interview
- Equality monitoring form available on the Teaching Leaders or The Future Leaders Trust websites.

All applications must be received by 9:00am on Friday 4 November.

Unfortunately due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants. For those successful at the application stage there will be a two-stage interview process which will include, but not be limited to, competency-style questioning and a technical interview.

The first stage of this process is likely to commence on Monday 7 November.

For any questions or queries please email us at jobs.fl@future-leaders.org.uk
Fellows Delivery Associate

Job description

Date: November 2016

Location: North office (Manchester)

Reporting to: Fellows Delivery Manager

Direct Reports: N/A

Salary: From £20,000 per annum

Main contacts: Internal – All staff
External - Participants, schools and stakeholders

Main objective(s): Fellows Delivery Associate support the progress of Fellows and the delivery of the programme through administrative and logistical support, personalised programme support and event management, as well as feeding into monitoring, evaluation and reporting processes (ME&R) in order to maximise the impact the programme has for both teachers and students based in schools in challenging contexts. This is an office based role with a high level of logistical planning, administration and support to ensure a high quality of Fellow experience on the programme. Attention to detail and effective use of systems and processes is essential for this role.

Key Responsibilities

1. Fellow Support and Progress
   - Working with a team of FPCs to support the progress of Teaching Leaders Fellows working in challenging secondary schools.
   - FPCs provide personalised support and act as the interface between Teaching Leaders’ regional team, Development Coaches and Fellows on the programme. This involves regular communication (email and phone), responding to Fellows’ queries and offering guidance in relation to the programme. You’ll be accountable for the progress of around 60 middle leaders on the programme, managing the relationships between them and Teaching Leaders.
   - The role requires holding Fellows to account on their attendance and submission of work as well as acting as a point of contact throughout events.
   - In exceptional circumstances, the role may very occasionally involve occasional school visits to Fellows, which will require travel across your particular area.
   - You will also attend evening sessions in our regional delivery. This is minimum once per term or as required.

2. Programme Support
   - Planning and logistical/administrative delivery of training events and other programme elements: this is an end-to-end event management role, from sourcing venues to overseeing logistics on the day itself, to liaising with facilitators and attendees. FPCs work closely with the Senior Fellows Programme Coordinator, Fellows Programme Manager and our facilitators on the logistics for training sessions to ensure events run smoothly.
   - Online learning and deadlines: providing support to Fellows on completion of their Teaching Leaders programme requirements (online sessions and programme deadlines) answering queries, providing guidance and ensuring all work is completed as required.
• Working collaboratively across teams: FPCs work collaboratively across regional and national teams, with occasional travel to other regional offices to enable consistent working in the delivery of the programme.

• Systems: working with Teaching Leaders online systems and databases, including gaining knowledge of tools, system support for Fellows and problem solving.

• Monitoring, evaluation and reporting (ME&R): FPCs carry out ME&R by tracking and analysing programme and Fellow data, and using our database to run reports on Fellows’ progress taking action as needed to ensure Fellows remain on track for graduation.

• Projects: in addition to their core role, FPCs may have opportunities to work on additional projects as they progress in their role to take on more areas of responsibility.

• Perform administrative tasks involved in all of the above.

3. Recruitment and Induction
• Assessment & selection: supporting the regional team, our assessment and selection team and our assessment provider (Future Leaders) during the recruitment of the 2016 cohort and future cohorts. This involves marking candidates’ applications, providing feedback, and assessing candidates at Assessment Centre. FPCs will receive training to support them in completing all assessment and selection activities.

4. Residential week at York University (August & September) and Orientation Events (July)
• FPCs will support with the organisation and delivery of a series of orientation events and week-long/weekend Residential(s). FPCs will support the organisation and logistics as well as leading on specific aspects of planning and delivery in the run up to these events, working collaboratively with the National Development Team and external partners.

5. Other
• FPCs will undertake other responsibilities as commensurate with their role; likely to include but not limited to supporting School Relations with recruitment of future cohorts.

This post is subject to an enhanced DBS disclosure, receipt of two satisfactory references and proof of qualifications.

Person Specification
Qualities/Qualifications

• Mission: a strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children
• University Graduate with minimum of 2:2 degree or equivalent experience (we are keen to hear from candidates who may not have a degree and can evidence a robust work history).
• A motivated and proactive self-starter
• Excellent attention to detail and organisational skills
• Excellent Computer/IT skills and knowledge of Microsoft Office, including Excel
• Administrative experience and enjoyment of work of this nature
• Excellent communication skills, written and spoken. Experience in a previous customer or client facing role is advantageous but not essential.
• Excellent interpersonal skills, including the ability to manage relationships with diverse groups, and hold others to account
• Excellent analytical thinking (of both quantitative and qualitative data)
• Flexibility, ability to adapt to an ever changing, growing organisation and be self-motivated
• Resilient and calm under pressure, can manage last minute changes and challenging situations with confidence
• Willingness to travel to other regional offices and delivery hubs where required
• A willingness to work outside of contract hours as and when needed including evenings and weekends (TOIL policy applies)
Please note this job description is subject to change. With any significant change we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the Company to undertake any duties within your skills and capabilities which the Company reasonably considers necessary to meet business needs.