

Teacher Development Trust

Job Profile

Director of Education

Reports to: Chief Operations Officer

Responsible for: School Programme Managers

Role Purpose

Strategic responsibility for leading and developing Teacher Development Trust Services, including the TDT Network, CPD Audit, regional hubs, events, courses and services for CPD providers

Strategic oversight and development of all aspects of the operation of TDT programmes, services and projects

Responsibilities

1. In common with all Trust staff

1.1 To support the philosophy, aims and objectives of the Teacher Development Trust and to champion its work;

1.2 To ensure the best possible experience and outcomes for the Trust's clients and stakeholders;

1.3 To support collective responsibility, knowledge sharing and team working across the organisation;

1.4 To promote and champion equality, diversity and inclusion;

1.5 To engage in continuing professional development: informal and formal, personal and collaborative, seeking to stay up to date with developments in CPD research and practice generally and in your area of work.

2. Particular to Teacher Development Trust services

2.1 To plan and develop the medium to long term strategy and direction of the Teacher Development Trust services as a whole, in particular seeking synergies between programmes;

- 2.2 To set and deliver challenging targets and operational goals for Network, Events, Courses and Advisor, including impact, recruitment, retention, marketing and satisfaction;
- 2.3 To oversee the successful delivery of the CPD Excellence Hubs and the Ipswich Opportunity Area projects and seek opportunities to build upon these projects with other grants and sustainable income streams;
- 2.4 To oversee and be involved in tool and content development and programme delivery including designing resources, planning and overseeing events, carrying out school audits and planning the service;
- 2.5 To engage with external partners and organisations to seek new charitable and commercial opportunities and raise TDT's reputation and reach;
- 2.6 To facilitate training events and deliver content to schools and other stakeholders on behalf of TDT, including public speaking at events and delivering workshops at conferences, events and schools;
- 2.7 To be an advocate for the TDT and engage with potential members and clients, including engagement with policy-makers and journalists;
- 2.8 To be accountable to Trustees for TDT services, including attending meetings with Trustees, providing regular updates and responding to queries as requested;
- 2.9 To prepare and develop funding bids as required;
- 2.10 To prepare and manage budgets including financial reports and data analysis;
- 2.11 To manage the Schools Programme Managers;
- 2.12 To review information and data and use it to inform strategy, identify trends and ensure continuous improvement;

3. Particular to the Teacher Development Trust

- 3.1 To promote the work of the Teacher Development Trust overall, including delivering talks and presentations and promoting awareness of the importance and benefits of Continuing Professional Development;
- 3.2 To manage and develop successful partnerships and collaborations;
- 3.3 To produce articles and other written information on the Teacher Development Trust and its activities for a variety of audiences;
- 3.4 To advise, support and design programmes for other TDT clients;
- 3.5 Such other duties of a similar nature which may be required from time to time.

Person Specification

Director of Education

Qualifications

1. Possession of a degree and/or a recognised teaching qualification;

Skills, Knowledge and Experience

2. At least 4 years' experience of programme management or equivalent, preferably in an educational environment;
3. Ability to think strategically with practical experience of strategy development and implementation;
4. A strong commitment to education, the non-profit sector and improving educational outcomes for pupils;
5. Knowledge and understanding of schools, school leadership and the education context both locally and nationally;
6. A strong grounding in evidence-based practices, pedagogy and evaluation;
7. Proven experience of project management;
8. Excellent administrative, organisational and resource management skills;
9. Excellent written and oral communication skills including public speaking and networking;
10. A high level of interpersonal skills with the ability to work on own initiative as well as within a team;
11. Experience of developing relationships and strategic partnerships with a variety of statutory, voluntary and community organisations;
12. Ability to lead a team, to develop and line manage staff and to delegate responsibilities as required;
13. Experience in fundraising and financial management
14. A commitment to the Trust's values, aims and objectives;