

## Office Support Co-ordinator

### (Full-time. One year fixed-term in the first instance)

The Teacher Development Trust (TDT) is a fast-growing charity based in London that is dedicated to improving the educational outcomes for children by raising the quality of teacher professional development.

Impact is key. Our work is always underpinned by the highest quality research and supported by the strongest engagement with stakeholders across the sector. We are now seeking to recruit an Office Support Co-ordinator to provide assistance and support to colleagues across the TDT Network in the delivery of its services and programmes.

#### About Teacher Development Trust

TDT launched in May 2012 and has forged partnerships with almost all of the major education organisations and government. Our mission is to promote powerful approaches to teacher professional development that help children succeed and teachers thrive.

Our Network has grown rapidly across the UK and supports schools to embed evidence-based and effective approaches to teaching. It is making a real difference to teachers and pupils across the country and is built on the very latest research and leading practice. We provide up-to-date intelligence to support schools in implementing best practice around professional learning, as well as implementation guides, tools and resources. We also facilitate collaboration between our Network schools and provide expert advice.

In addition, we provide more bespoke and tailored services to schools, including an audit of their practice to guide schools in determining their next steps. We have recently launched an exciting new project focused on supporting effective professional learning in the most disadvantaged schools. Through the project, schools in challenging circumstances will be supported through CPD Excellence Hubs to develop a culture and processes that best support their staff and students.

Our innovative national database of training, TDT Advisor, is driving up standards in professional development and allowing teachers to access the most effective courses and consultancy to improve their schools.

This is an exciting opportunity to join a fast-growing and influential education charity. We're looking for an individual who can provide an efficient and effective office administration and support service whilst gaining experience of the roles and responsibilities of colleagues and developing a variety of work-based skills including CPD audit, administration, marketing and communications and relationship management. We have an excellent track record of staff developing within the charity, as well as staff who have developed their careers into schools, other charities, and the public sector.

For more information go to [www.tdtrust.org](http://www.tdtrust.org)

## **Key Responsibilities**

- Provide day-to-day administrative support for the Director of Education, School Programme Managers and Marketing and Communications Officer;
- Arrange appointments and meetings and manage the diary for the TDT office;
- Undertake a variety of administrative tasks to support Network programmes, activities and development projects;
- Attend meetings with Trustees, take notes and distribute papers and minutes of meetings to Board members;
- Develop appropriate skills to enable the post holder to visit and audit school processes and systems in relation to professional development and identify areas of strength and areas for development;
- Assist with the recruitment and retention of members of the TDT Network, including regular liaising and relationship management with key stakeholders and school leaders;
- Develop appropriate skills to enable the post holder to maintain and monitor Network databases, dealing with user queries and issues, running and updating activity reports on Network projects and progress, and updating databases as required;
- Provide marketing and communications support, including assisting with external communications, the TDT website, trade media and social media;
- Assist with the planning and delivery of Network events;
- Develop appropriate skills to enable the postholder to support the Trust's key stakeholders, including providers, schools, mentors and teachers, ensuring regular communication (email, phone and face to face) and responding to provider, teacher and school enquiries;

## **Personal Qualities and Experience**

- University graduate
- Administrative experience; excellent organisational skills and attention to detail;
- Ability to develop a range of auditing and monitoring skills;
- A strong commitment to education, the non-profit sector and improving educational outcomes for children;
- Knowledge of the current educational landscape, including an understanding of professional development and teacher enquiry;
- An ability to develop expertise in marketing, communications and building relationships;
- Good interpersonal and communication skills;
- Ability to work with and relate to people from diverse backgrounds;
- Potential to develop the skills to offer effective advice and support on a range of educational issues, including professional development and training;
- Analytical thinking and writing skills;
- Flexibility, with the ability to adapt to an ever-changing, growing organisation and be self-motivated;
- Computer/IT skills and knowledge of Microsoft Office, including Word, Excel and PowerPoint;
- Ability to update, maintain and monitor databases and to run activity reports;
- A strong willingness to learn;

## **Other Information**

Reports to: Chief Operations Officer

Location: Finsbury Park, London

Duration: Full-time. One year fixed-term in the first instance.

Salary: c. £24k

Benefits: 8% employer pension contribution; opportunities for flexible working; wide-ranging opportunities for personal and professional development

Interested candidates should email the following to [steve.poland@teacherdevelopmenttrust.org](mailto:steve.poland@teacherdevelopmenttrust.org) by 5.00pm on 21<sup>st</sup> September 2018.

- Cover Letter – please explain why you want to work as Director of Services for the Teacher Development Trust and in the non-profit/education sector and how your skills, knowledge and experience are relevant to this role. Please also state where you saw this job role advertised.
- CV
- The names of 2 referees, one of whom should be your current or most recent employer (references will not be taken up until after interview)

Shortlisted applicants will be invited to interview. Interviews are scheduled to take place in the first half of October. Due to the anticipated volume of applications we are unfortunately unable to provide detailed feedback.