

School Programme Leader (Membership)

The Teacher Development Trust (TDT) is an established and 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 strengthen our team with the recruitment of a School Programme Leader (Membership) to be responsible for the recruitment, retention and management of TDT Network members, lead on the analysis and evaluation of network membership, oversee and monitor the progress, take up and retention of membership, and support the delivery of the TDT Network and its associated school 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 are 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 lead on the development of a fast-growing and influential education charity. We're looking for an experienced and enthusiastic individual to lead our team in supporting our existing services and programmes as well as developing new projects and areas of expertise. 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

About the role

Key Responsibilities

- Lead, implement and manage the recruitment and retention of members of the TDT Network, including regular liaising and relationship management with key stakeholders and school leaders;
- Create and convert a pipeline of prospective Network members against criteria and targets;
- Generate new sales using existing and potential customer networks;
- Lead on the analysis and evaluation of Network membership and oversee and monitor the progress, take up and retention of membership;
- Be responsible for Customer Relationship Management, supporting 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;
- Manage a portfolio of customer and client accounts and develop long-term, productive relationships;
- Be responsible for sales and acquisitions including developing and marketing supporting material and training events for members;
- Support the planning, marketing and delivery of Trust events and courses;
- Visit and audit schools' processes and systems in relation to professional development and identify areas of strength and areas for development;
- 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;
- Create and update resources to support best quality professional development in schools;
- Work with members of the team to raise the profile of the Network and expand its reach;
- Support the Director of Education and contribute to the strategic development of the Network and the Teacher Development Trust as a whole;

Personal Qualities and Experience

- University graduate and/or a recognised teaching qualification;
- Previous experience of programme organisation and developing member services in an educational or similar setting;
- A good understanding and experience of customer relationship management;
- A good understanding and experience of sales and acquisitions;
- 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;
- Knowledge and expertise in building and maintaining customer relationships;
- Excellent interpersonal, relationship management and communication skills with a proven ability to develop effective networks;
- Ability to work with and relate to people from diverse backgrounds;
- Ability to offer effective advice and support on a range of educational issues, including professional development and training;
- Analytical thinking and writing skills;
- Administrative experience; excellent organisational skills and attention to detail;
- Flexibility, with the ability to adapt to an ever-changing, growing organisation and be self-motivated;

Other Information

Reports to: Chief Operations Officer

Location: Finsbury Park, London

Duration: Permanent, Full Time. (Part time working may be available for the right candidate.)

Salary: c. £30 to 34k

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

Interested candidates should email the following to steve.poland@teacherdevelopmenttrust.org by **30 June 2019**.

- Cover Letter – please explain why you want to work as Schools Programme Leader (Membership) 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 mid-July. Due to the anticipated volume of applications we are unfortunately unable to provide detailed feedback.