



# Northern Lights

LEARNING TRUST

APPLICATION  
PACK



# DEPUTY DIRECTOR- TEACHING SCHOOL HUB

**Permanent full time position required September 2022  
At Northern Lights Teaching School Hub**

**Salary L3- L7 (£44,886- £49,632) per annum**

- **Do you have a passion for teacher and leader development?**
- **Are you looking to be part of the new developments in ITT, ECF, NPQs and professional development?**
- **Do you enjoy supporting teachers, leaders and schools?**
- **Are you personable, organised, enthusiastic and do you thrive in a busy fast paced work environment?**
- **Are you proactive and want to be part of making a difference in education in our region?**

Northern Lights Teaching School Hub are looking to recruit a Deputy Director who will support the Director of the Teaching School Hub in the operational management across the designated region of Sunderland, South Tyneside and Gateshead and the wider region.

The role will involve managing the main priorities of the Hub:

Early Career Framework, the new suite of NPQs, Initial Teacher Training, Appropriate Body responsibilities and a full CPD programme.

The role will work in collaboration with a range of partners including all Early Years providers, schools and educational providers in our region. The Hub will provide the 'golden thread' of teacher development from training to become a teacher through to Executive Leadership in Early Years, Primary, Secondary, Special and Alternative education.

Do you have:

- A collaborative approach to working?
- A passion for teacher and leader development at all stages?
- A strong belief in the importance of teacher development in impacting on pupil outcomes?
- Experience in coaching or mentoring staff or students?
- A strength in building and maintaining positive relationships?
- Organisational ability to manage multiple priorities and to work as part of a team?
- The ability to be a public face of the Hub with a friendly, professional, knowledgeable and humble



approach?

- Excellent knowledge of teacher development and the importance of research within teacher development?
- A willingness to learn, shape and develop the Hub?
- Qualified Teacher Status?

**If so, we would really welcome your application**

**In return you will receive:**

- Job satisfaction with wide reaching impact across the region
- The opportunity to work with multiple partners across the region and contribute to education development in our region
- Professional development in the role and working with different phases of education
- Opportunities to shape this new role in the new Hub
- The opportunity to work as part of a vibrant and high-performing team
- Teachers' pay and conditions, including teachers' pension scheme.
- Pay scales of a value higher than those recommended nationally.

**Location:**

This role is based at the Hub offices in Northern Lights Learning Trust, at the site of Northern Lights Trust central offices, Marcross Drive, Sunderland, SR3 2RE and will also involve travel to other venues as part of the role. The post may also include some evening and weekend work when required.

Details of the Teaching school hub can be found on the school website: [www.northernlightstsh.co.uk](http://www.northernlightstsh.co.uk)

## How to apply:

Interested applicants are encouraged to have a conversation with the Director of Northern Lights Teaching School Hub, Zoe Thompson. Please contact 0191 9336771 or email [tshinfo@nllt.co.uk](mailto:tshinfo@nllt.co.uk) to arrange an appropriate time.

For an application pack and further details, please visit [www.northernlightstsh.co.uk](http://www.northernlightstsh.co.uk) or email Emily Sanger at [hrrassistant@nllt.co.uk](mailto:hrrassistant@nllt.co.uk)

Completed applications should be returned to Emily Sanger at [hrrassistant@nllt.co.uk](mailto:hrrassistant@nllt.co.uk), no later than **9.00am on the closing date of Monday 21st March 2022.**

Applications must be received by – Monday 21<sup>st</sup> March 2022

Short Listing will take place on – Monday 21<sup>st</sup> March 2022

Interviews will take place on – Monday 28<sup>th</sup> March 2022

*Northern Lights Learning Trust are committed to promoting and ensuring the safety of all its pupils and staff and expects everyone share this commitment.*



# JOB DESCRIPTION

**POST:** Deputy Director of Northern Lights Teaching School Hub

**RESPONSIBLE TO:** Director of the Teaching School Hub

**SALARY BAND:** L3- L7

**Purpose:**

To support the vision and assist in the leadership for the Teaching School Hub and to manage and organise the operational functions of the Teaching School Hub. To deputise for the Director of the Teaching School Hub when required.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified, in consultation with the post holder to reflect or anticipate changes in the job.

**KEY RESPONSIBILITIES:**

**Strategic planning and development of the Hub**

- Lead by example to inspire and motivate staff and schools across our Hub region in the vision, purpose and leadership of the Hub.
- Promote the Hub's ethos to develop effective operation of the Hub across Sunderland, South Tyneside & Gateshead, and to partnerships beyond where appropriate.
- Assist in the development and implementation of a strategic improvement plan, underpinned by sound financial management and a range of data that identifies priorities and targets to support improvement.
- Work in a public facing way to ensure that the user experience with the Hub is excellent.
- Assist the Director of the Hub in managing staff and performance management as required.
- Support the Director in ensuring internal operations are efficient and effective.
- Provide direct input into the self-evaluation process.
- Provide reports and information to the Teaching School Hub Governance Committee
- Lead Strategic Group, Expert Advisory Groups and network meetings as appropriate
- Contribute to the development of the Hub and its role within the Trust

**Leadership of the Hub**

- To assist in the responsibility for the smooth operation of the 5 main areas for the Hub: ECF, NPQ, CPD, ITT & AB, ensuring KPIs are met.
- Assist in the creation and maintenance of an environment and code of behaviour which promotes and secures high standards of partnership working and excellent outcomes, supporting staff in this role.
- Work alongside the Director to plan, monitor and evaluate provision to promote breadth, balance and creativity in the 5 areas, ensuring equality of access by all users and teachers and promote the values of the Hub and the culture of the Trust.



- Along with members of the leadership of the Hub, monitor and evaluate the quality of provision in the 5 key areas in order to set challenging targets for improvement in key areas across the Hub and the region.
- Ensure the co-ordination of local intelligence gathered to provide/signpost CPD that meets the needs of the region.
- Ensure partnerships are effective across all three local authority regions.
- Liaise with Trust staff as appropriate to ensure effective communication.
- Act as a public face for the Hub, ensuring high standards with the appropriate culture and tone are represented.

### **Leading and Managing Staff**

- Promote, lead, and support staff in the co-ordination and development of the 5 key areas for the Hub, including subsidiary areas, such as marketing.
- Advise, coach and support staff in raising standards of facilitation, mentoring, coaching and training throughout the Hub and partnerships to sustain and improve pupil achievement.
- Assist in managing, monitoring and reviewing resource provision via regular auditing with staff in order to stay abreast of new initiatives to secure the effective impact of the Hub.
- Co-ordinate facilitation and provision from partners from outside the organisation, e.g. partner schools.
- Help to develop a sense of team and contribute to the whole Trust team.

### **Accountability**

- Assist in providing KPI, participant, local intelligence information and objective advice to enable the Hub to meet its responsibilities.
- Support the Director of the Hub in creating an organisation in which all staff and partners recognise that they too are accountable for the continued success of the Hub.
- Support the Director of the Hub in producing development plans, delivery plan and monitoring of progress of the Hub.
- Ensure that all stake-holders are well-informed, including Governance, Partnerships and Hub staff and that channels of communication are used and reviewed regularly to ensure their continued effectiveness.
- Assist in the presentation of a coherent and accurate account of the Hub's performance in a format appropriate to a range of audiences, including staff, governance, Teaching Schools Council, DfE, the local communities, lead providers, OFSTED and others.

### **Other Duties**

- Support the provision of CPD through acting as facilitator/CPD lead.
- Coach mentors, facilitators and CPD providers.
- Support the Administration roles in ensuring all CPD is hosted appropriately in an appropriate venue,



- including catering.
- Ensure technology is appropriate to provide remote learning and stay up to date with the best approaches.
- Assist the Director of the Hub in supporting the Finance Lead in monitoring and setting budgets.
- Play a role in quality assuring provision, including from other partners, and co-ordinate this quality assurance by others.
- Support schools in the role of Appropriate Body, including working alongside school staff, support plans and lesson observations where requested
- Carry out any other duties commensurate with the role that the Director of the Hub may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance and that of others.

**Additional responsibilities – the post holder must:**

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
- Carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies.
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

# PERSON SPECIFICATION

## DEPUTY DIRECTOR- TEACHING SCHOOL HUB

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Application	<ul style="list-style-type: none"> <li>Well-presented and complete application form</li> </ul>		Application form
Qualifications & Knowledge	<ul style="list-style-type: none"> <li>Relevant degree</li> <li>Qualified Teacher Status</li> <li>Record of successful class teaching</li> <li>Commitment to further professional development</li> </ul>	<ul style="list-style-type: none"> <li>Current valid driving licence and appropriate car insurance for business use</li> <li>Evidence of recent and relevant CPD</li> </ul>	Letter of application
Experience	<ul style="list-style-type: none"> <li>Evidence of experience of excellent high-quality teaching</li> <li>Experience of successfully leading a team, subject or initiative in a school</li> <li>Evidence of successful school responsibilities</li> <li>Experience of turning policy into effective and successful practice</li> <li>Proven impact of developing/coaching staff or trainees</li> <li>Experience of building effective partnerships and relationships with a range of partners</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a significant initiative or responsibility successfully</li> <li>Experience of working with one or more of the 5 main areas of responsibility</li> <li>Experience of working with a teaching school, teaching school hub or teaching school alliance</li> <li>Experience of researching and quality assuring CPD, liaising with other agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

## Skills and Knowledge

- knowledge of the Teaching School Hub remit including the 5 main areas of responsibility (ITT, ECF, AB, NPQ, CPD)
- Be an excellent practitioner and have a clear understanding of learning, teaching and professional development
- Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards
- Can communicate extremely effectively to a wide range of different audiences, including through IT
- Is a team player who is able to support, motivate and inspire colleagues, partners and school staff in a range of settings by setting and maintaining high standards and expectations and a positive, welcoming, professional manner.
- Contribute effectively to the work of the hub and remain positive while dealing successfully with challenging situations
- Strong organisational, administrative and time management skills
- An understanding of the importance of networking and partnerships

- Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum developments across all phases of education
- Experience of developing networks and partnerships
- An understanding of the role of research evidence in contributing to school improvement
- Ability to respond to feedback from users and adapt accordingly
- Experience of managing a budget area effectively.
- Ability to analyse data, evaluate the performance of groups, progress and plan an appropriate course of action for the Hub and closing gaps across the region. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals

## . Application form . Interview



<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team within the Hub, across the trust and schools in wider networks and to lead different teams of people</li> <li>• Commitment, energy and a capacity for hard work</li> <li>• Resilience to manage a large and diverse workload</li> <li>• An enthusiasm for the job and ability to motivate others</li> <li>• A positive approach and attitude to change</li> <li>• An ability to listen to the ideas of others and use them when appropriate</li> <li>• Ability to make decisions and take responsibility</li> <li>• Demonstrate a commitment and understanding of safeguarding, with a regard for the protection of equalities of all children at the schools</li> <li>• Promote the trusts' vision and ethos</li> <li>• Approachable and enjoys being visible</li> <li>• A positive approach to travelling throughout the region as required</li> <li>• Energetic, adaptable, enthusiastic and reliable with personal impact and presence</li> <li>• Enthusiastic about working in, and contributing to, a multi-academy trust partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Thinks creatively to anticipate and solve problems</li> <li>• Demonstrate the ability to develop relationships with the whole spectrum of teacher development, including trainees and executive leaders</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Application Form</b></li> <li>• <b>Interview</b></li> <li>• <b>Fully enhanced DBS clearance</b></li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of development as a leader at some level</li> <li>• Commitment to further develop professional skills and practice</li> </ul>		<b>Application Form</b>
<b>References</b>	<ul style="list-style-type: none"> <li>• Fully Supportive without reservation</li> </ul>		<b>References</b>