



About Teaching School Hubs

The school workforce is our greatest asset and our biggest investment. Teachers have the greatest impact on pupil outcomes, while school leaders create the professional environments where teachers can continuously improve.

The Department for Education's (DfE) [Teacher Recruitment and Retention Strategy](#) sets out an aspiration that every teacher, at every stage of their career, is supported and encouraged to not just to stay in teaching, but to thrive. The quality of this support also serves to attract more new entrants to the profession, tackling challenges with teacher supply.

[Teaching School Hubs](#) (TSHs) are the national network that achieve this aspiration. TSHs are school-led centres of excellence for teacher and leadership training and development, supporting teachers and leaders at all stages of their careers. They draw on their expertise and local knowledge to play a leading role in workforce planning and development in their areas.

Hubs play a significant role delivering:

- the [Early Career Framework](#) (ECF)
- the new [specialist National Professional Qualifications](#) (NPQ)
- [leadership NPQs](#)
- [Initial Teacher Training](#) (ITT)
- [Appropriate Body services](#) (AB) for early career teachers

Teaching School Hubs also promote and offer other high-quality evidence-informed professional development to teachers and school leaders in their area.

The Teaching School Hubs Council

The [Teaching School Hubs Council \(TSHC\)](#) is the sector body for Teaching School Hubs. It advocates for a great education for every pupil, regardless of their background, and supports the national network of Teaching School Hubs in England. The TSHC has two specific functions:

- An advisory function: representing the network of TSHs, engaging with, and advising the Department for Education on national policy.
- A capacity building function: supporting the creation and growth of TSHs, ensuring capacity for successful delivery of the Early Career Framework (ECF), National Professional Qualifications (NPQs), Initial Teacher Training (ITT), the Appropriate Body (AB) role and additional Continuing Professional Development (CPD).

The Coordinator Role

We are recruiting a Coordinator to support our Strategy and Impact and Programme functions. The successful candidate will have a proven track record of effective project and stakeholder management. They will be adept at customer service and operating in a customer-facing role, programme coordination, and creating/ implementing processes. They will be comfortable operating highly independently and as part of a dynamic team and will be flexible and able to respond to changing environments.

You will have previous project management experience, excellent organisational skills and will enjoy building relationships

internally and externally. You will thrive while working at pace as part of a close-knit, dedicated team of optimistic and driven colleagues. There is considerable scope to develop a breadth of skills and experience in these roles, gain valuable insights into teacher and leader training and development policy and implementation and the education sector. There is scope to tailor these roles to the skillset of the successful candidates.

Job Description

Title	Coordinator
Reports to	Head of Programme or Head of Strategy and Impact
Contract	Three Year Fixed Term Contract until August 2024
Contracting Organisation	Arthur Terry Learning Partnership via DfE Commission
Salary	£24,000-28,000 plus generous local government pension scheme
Location	Home based with occasional travel required
Responsibilities	<p>TSH Support Programme delivery</p> <ul style="list-style-type: none"> ● Manage all aspects of TSH Support Programme synchronous and asynchronous delivery, including updating the Support Programme calendar, setting up and managing the logistics of programme delivery via Zoom. ● Keep the TSH Resource Library up to date by adding, revising and managing resources. ● Produce Support Programme content including drafting communications, producing and revising programme materials and resources. ● Provide other support to the Head of Programme as required. <p>TSH customer service, communications and collaboration</p> <ul style="list-style-type: none"> ● Manage the TSH Support Inbox acting as the first point of contact for all queries, triaging and escalating as necessary. ● Provide an excellent level of customer service to the national network of TSH leaders and their teams. ● Liaise with the TSHC central team, the Department for Education and other stakeholders to resolve and respond to inbox queries. ● Provide day-to-day support to the TSH Online Community, managing channels, posts and disseminating information and resources.

TSHC governance

- Provide effective clerking for TSHC meetings including ensuring papers are collated and sent out well in advance, by taking meeting minutes and managing meeting follow up.
- Provide executive support to the TSHC Chair and Senior Capacity Improvement Advisor including:
 - o managing the TSHC governance calendar
 - o booking TSHC member travel and accommodation
 - o managing meeting logistics and attendance
 - o ensuring TSHC meetings run smoothly.
- Provide other governance support to the Head of Strategy and Impact as required.

Stakeholder management

- Establish relationships with hub leaders and their teams providing an excellent level of customer service.
- Provide day-to-day support to TSHs, sharing information, advice and guidance.
- Establish relationships with colleagues at the Department for Education and other stakeholders.

Key audiences and relationships: TSHC including the Chair and central team, TSHs, DfE and other external stakeholders.

Monitoring and evaluation

- Provide monitoring and evaluation support to the Head of Strategy and Impact and the Head of Programme including:
 - o administering monitoring and evaluation activity
 - o managing data collection and completion
 - o analysing data
 - o completing reporting activity.

Knowledge, Skills
and Experience

- A strong commitment to education and raising the aspirations, achievement and life chances of all children.
- A strong interest in, or experience of, working in the non-profit and/or education sectors.
- Excellent verbal and written communication skills.
- Excellent organisational skills and attention to detail.
- Experience of providing effective customer service.
- Experience of project management.
- Ability to manage relationships effectively with colleagues internally and externally in a variety of settings and at varying levels of seniority.
- Ability to work collaboratively across multiple levels in a matrix team and organisation.
- Motivated and proactive; able to work effectively as part of a team and independently with minimal supervision.
- Flexible and able to adapt to a fluid environment.
- Computer and IT literate and experience using Google Workspace, Microsoft Office and Zoom.
- Experience of using Slack in a previous role (desirable).