

Teaching Leaders On-Demand, Participant Experience Manager

Job Spec, August 2010

About Teaching Leaders and Teaching Leaders On-Demand

Teaching Leaders is an innovative non-profit organisation whose mission is to grow a movement of outstanding middle leaders whose teams measurably raise the life chances of children in urban schools. The programme was developed in partnership with four of the UK's most forward thinking organisations: Absolute Return for Kids (ARK), the National College, Teach First and Future Leaders. We realise our mission by delivering two specific training and development experiences: the Core Programme which is focused on retaining and stretching high potential individuals; and Teaching Leaders On Demand which is focused on building capacity across groups of middle leaders in one school.

The Core Programme is a two-year selective programme which combines formal training, coaching and unique experiences. At the heart of the programme is an impact-focused project with the aim of raising standards, grades, and life chances of the pupils in the participant's area of responsibility. This Improvement Initiative is the main focus of the Teaching Leaders programme, where the skills and concepts participants acquire are put into practice - with measurable results. The Core Programme was launched in 2008 with an inaugural cohort of 30. Teaching Leaders now has 149 participants across 87 London schools- and has secured public confirmation of support from the coalition government for our expansion to all regions of England over the next five years.

Following strong demand from schools to bring our programme to a wider audience, we launched Teaching Leaders On-Demand, an innovative offering that provides the same quality training as our two-year programme, but delivered to groups of middle leaders in their schools in bespoke modular programmes. We are currently delivering modules to schools in London, the Southeast, West Midlands and North West and aim to rapidly grow our client base and product offering over the next two years.

More information can be found at www.teachingleaders.org.uk.

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Participant Experience Manager, Teaching Leaders On-Demand

Job Description

Start date: Wednesday, 1 September 2010 (or as soon as conveniently possible)

Location: central London

Salary: circa £25,000 p.a. plus 10% salary supplement or pension contribution

We believe it is not enough just to deliver regular training. We intend for each school which does a Teaching Leaders programme to go through a rich development experience with a lasting impact, and the Participant Experience Manager is integral to this. The Participant Experience Manager manages this experience from end-to-end: from the initial marketing, to designing programmes with schools, to coordinating the setup and delivery of each training event, and finally to analysing and communicating the impact programmes have had on participants and pupils.

Teaching Leaders fosters an entrepreneurial culture. We aim to continuously improve how we work and the quality of our programmes, particularly as we scale up to new regions of the UK. There would be a number of potential projects for a Participant Experience Manager to lead both for Teaching Leaders on Demand and for the broader organisation.

This is a unique role we are recruiting to; and one that has substantial development opportunities.

The successful candidate will have the opportunity to:

- Manage our end-to-end relationship with participating schools: the Participant Experience Manager (PEM) supports the establishment and continuation of positive and productive professional relationships with all key stakeholders in the modular process; the Head Teacher, Head of CPD and middle leaders in our participating schools
- Lead on training event design, planning and delivery: the PEM manages the design, setup and delivery of Teaching Leaders on Demand training events; this role includes being a key interface between Teaching Leaders' facilitators, the central team and participating schools
- Lead on monitoring, evaluation and reporting: the PEM will track and analyse programme and participant data; this role will also involve developing and improving how we measure and report outcomes and impact for each programme we deliver

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- Support on marketing and sales: the PEM supports the central team with marketing and sales; this includes developing new relationships as we look to broaden Teaching Leaders' On Demand client base
- Projects: in addition to their core role, PEMs are allocated ongoing projects enabling them to develop additional skills and experience; projects may include developing new data and knowledge management systems, supporting the strategic planning for our growth and expansion, and improving our operations and programme delivery.

This job would be ideal for:

- A teacher looking to change roles within the field of education in order to gain a diverse, well-rounded set of business and management skills and experiences
- Someone with private sector experience looking to deepen their knowledge and experience in the field of education and the non-profit sector

Selection Criteria

The ideal candidate will possess the following qualities/qualifications:

- Graduate degree (2:1 or higher) from a top tier university
- 2 years minimum professional work experience, ideally in the field of, or related to, education
- Computer/IT skills and a knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Mission alignment: a strong commitment to education, the nonprofit sector and raising the aspirations, achievement and life chances of all children
- Ability to demonstrate that they understand and strongly value the development of leadership and management skills in themselves and others
- Excellent interpersonal, relationship management and communication skills, and ability to work with and relate to people from diverse backgrounds
- Analytical thinking and writing skills
- Excellent organisational skills and attention to detail
- Understanding of the role of a middle leader in raising standards in education
- Flexibility, ability to adapt to an ever changing, growing organisation and be self-motivated

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Application and Selection Process

Interested candidates should email a Cover Letter, their CV and the contact details for 2 referees to Lucy Payton (lucy.payton@teachingleaders.org.uk) by **5pm Thursday, 12th August**.

Shortlisted applicants will be invited to an interview. Interviews and an Assessment Centre will take place during the week of Monday 16th August. There may be some flexibility on these dates given the tight timeframe.

Questions? Feel free to contact Lucy Payton (see contact details below) to discuss the role and organisation before applying.

Lucy Payton

Manager, Teaching Leaders On-Demand

Tel: 0203 116 0835

Email: lucy.payton@teachingleaders.org.uk

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