

# Teaching School Lead – Post Specification

**Salary:** Leadership Scale 12

**Job Purpose:**

- To oversee, lead and promote all aspects of the Teaching School Alliance
- To work closely with the Senior Leadership Team of Queen Elizabeth’s Grammar School and alliance partners to provide professional leadership for the teaching school.

**Responsible to:** Headteacher

**Reports to:** Deputy Headteacher

**The key areas of the post are:**

- To promote the ethos of Teaching Schools.
- To take the lead role in implementing, overseeing and promoting the Teaching School Alliance.
- To develop, and be accountable for the impact of the teaching school’s main priority areas.
- To be responsible for the day-to-day management of the teaching school.
- To work with external partners to promote the work of the Teaching School Alliance.
- To promote and monitor the effectiveness of teaching school’s priorities led by partners.
- To lead and manage the work of the staff within the Teaching School Alliance.
- To be responsible for developing the Business Plan and sound financial operation of the teaching school

**Principal Responsibilities:**

To take a lead role in the successful development of the teaching school’s main priorities within and beyond the alliance through:

- Initial Teacher Training:
  - To keep up to date with local and national developments in Initial Teacher Training (ITT); identify significant changes and developments, assess their impact and integrate responses in the planning and delivery of the alliance’s ITT programme.
  - To lead provision of the ITT programme within the alliance, ensuring that the programme can adapt and respond to the needs of schools and to national requirements.
  - To be responsible for the management and supervision of all trainees including their recruitment and selection, and their professional development and competency (working with partnership schools and HE colleagues).
- Professional Development:
  - Design, develop, lead and implement innovative professional development programmes for teachers, leaders and support staff.
  - To work with partner schools to identify potential leaders across the alliance and provide opportunities for leadership development.
  - To lead on innovation in learning and teaching across the alliance.
  - To develop a database of expertise in the local area.
  - To support internal programmes for inexperienced teachers and those identified as needing additional support.
- School to School support:
  - To work with alliance Headteachers/Principals to maintain a database of expertise for leadership support, and to oversee school to school support where need arises.

- To lead on the identification of Specialist Leaders of Education and Local Leaders of Education; develop a programme of support for application.
- Finance & Resources:
  - Supervise and monitor the quality and quantity of the day to day work of teaching and support staff within the school and teaching school.
  - Management of a delegated budget.
  - Management of physical resources within a designated area.
  - Prepare bids and manage the bidding process for specific grants or work on behalf of the teaching school.
- General Duties:
  - Carry out diagnostic activities to develop precise and measurable action plans to support school improvement with appropriate KPIs.
  - Ensure quality assurance on all aspects of operation, including the impact of provision in line with the teaching school's KPIs.
  - To evaluate the Key Performance Indicators (KPIs) and complete necessary paperwork for the National College, DfE and Ofsted.
  - To attend Governors' meetings to assist the Governors in the discharge of their statutory responsibilities.
  - To provide relevant information, reports and agendas for appropriate groups, such as Governors.
  - To remain well informed regarding national developments in Teaching Schools and Self Improving School Systems.
  - To contribute to the outstanding provision at Queen Elizabeth's Grammar School in a Senior Leadership capacity.

## Teaching School Lead – Person Specification

	Essential	Desirable
<b>Professional qualifications and skills</b>		
	A good honours degree or equivalent and PGCE or equivalent; Qualified Teacher Status; Evidence of further professional study	NPQSL or similar; Specialist Leader in Education; Undertaken classroom based/whole research into school improvement
	Significant and successful senior leadership experience at school level, including strategic planning/ implementation	
	Understand the purpose, focus and responsibilities of TSAs	Attended local and national meetings regarding TSAs
	Significant experience of successful budget management	Knowledge and understanding of managing an income generating organisation
	Committed to continuous improvement through evaluation, action, review, and monitoring	
<b>Experience of Teaching Schools</b>		
	Experience of collaborative school-based partnerships	Has contributed to leadership within a successful TSA
	Understands procedures for the TSA's key operational functions, such as bidding for, managing and brokering funding and meeting KPIs	Experience of appointing SLEs and/or LLEs
	Able to articulate a clear vision and strategy for TSA development	
<b>Personal skills</b>		
	Excellent communication, verbal and non-verbal, with all stakeholders	
	Able to synthesise information and generate high quality, accessible written reports and oral presentations for different audiences	Experience of bid writing and management
	Demonstrate strong emotional intelligence	
<b>Leadership</b>		
	Able to motivate and inspire others, as both leader and also, as a professional colleague, demonstrating self-confidence, enthusiasm, humour and integrity	
	Able to lead a team of system leaders across a number of partner schools	
	Able to recognise and develop the knowledge, skills, understanding and potential of others	

	Able to plan and organise effectively to meet deadlines	
	Able to adapt to changing circumstances and new ideas	
<b>Specialist Knowledge</b>		
	Knowledge of the educational landscape nationally and within Lincolnshire, and a passion for being at the forefront of shaping the landscape	