



## Job Description

### Teaching School Manager

<b>Title:</b>	Teaching School Manager
<b>Salary:</b>	£16,143-£18,528 per annum (Actual) (subject to experience)
<b>Status:</b>	Part-time (25 hours per week), Term Time only Flexibility required to attend marketing and training events Permanent non-teaching role
<b>Location:</b>	Based at The Gryphon School, Sherborne
<b>Reporting to:</b>	Gryphon Assistant Headteacher (T&L: Staffing)
<b>Start:</b>	01 <sup>st</sup> September 2019

#### Job Purpose

1. To manage the day to day activities of the Teaching School and the NDTSA to make a difference to the quality of education across North Dorset by building on the partnerships, pyramids and collaborations that already exist.
2. In collaboration with senior leaders and the Strategic Board, develop and sustain the NDTSA by working closely with all schools, school leaders universities, training providers and educators
3. To coordinate the primary and secondary initial teacher training (ITT) School Direct provision
4. In conjunction with the NDTSA CPD Lead, coordinate a programme of continued professional and leadership development (CPLD) for all members of the teaching alliance, ensuring strong engagement by all partners
5. To collate and analyse NDTSA data and report to senior leaders and the Strategic Board to assess progress against the national key performance indicators across all 3 delivery areas (ITT, CPLD and StSS)
6. To actively promote and market all the NDTSA opportunities and benefits
7. To contribute to a sustainable business model for the operation and organisation of the NDTSA through budget planning, administration and commercial opportunities
8. Support the vision, aims and ethos of the NDSTA and the wider trust

#### Responsibilities

##### Main duties

- To manage and develop aspects of the North Dorset Teaching School Alliance, specifically co-ordination of the ITT provision, support delivery of the leadership and CPD provision and provide administrative support for StSS.
- Work with senior leaders and the Strategic Board to develop and deliver a 3-year strategy for the Teaching School
- Manage and promote engagement with Alliance schools
- Develop the brand and raise the profile of the alliance and all schools in it
- Write, edit and publish a NDTSA newsletter and manage the NDTSA website

- Build relationships with the University providers and partners including Dorset LA and the Diocese of Salisbury
- Link/ Liaise with the National College (NCTL) and other relevant bodies (including the Teaching School Council) with regard to all current initiatives and those yet to be proposed
- Work with senior leaders to liaise/link with other teaching school alliances (TSAs) to develop collaborative projects
- Monitor NDTSA finances and in conjunction with senior leaders, explore ways to create a steady income stream
- Undertake such administrative duties as required and develop the operational capacity of NDTA

### **Key responsibilities**

#### **ITT**

1. Respond to Initial enquiries
2. Manage the ITT applications process
3. Manage the ITT interview process and provide administrative support
4. Liaison with MSC and Bath Spa regarding new applicants
5. Provide administrative support to finalise offers and liaise with UCAS
6. Organise and attend Train to Teach events
7. Organise and set up of induction days
8. Devise Marketing plan and manage marketing activities
9. Purchase resources and marketing materials to support ITT process
10. Co-ordination of the School Experience process
11. Update UCAS information annually
12. Tracking of applications
13. Data compilation and analysis. Share report with senior leaders and strategic board/trustees
14. Support ITT Lead with set up of extra professional training sessions for trainees
15. Annual Calendaring of events and interview schedules ,in liaison with new primary and secondary trainees
16. Budget management for the ITT strand

#### **CPD**

17. Contact for candidates in all aspects relating to CPD courses and programmes
18. Work closely with CPD Lead to make practical arrangements to support course delivery
19. Provide administrative support and production of resources for all
20. Presence at courses to meet candidates
21. Venue set ups according to directions from course lead.
22. Seek and analyse course feedback for evaluation with CPD Lead
23. Produce budget information for each course

To adhere to the Trust's safeguarding procedures and share the commitment to promoting the welfare of children and young people within SAST.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.