



Job title: Early Years Manager - Programme - Leadership Design

Location: London

Closing date: 18 May 2014

Contract type: 1 year fixed term

Contract end date: 31 May 2015

About Teach First

How much you achieve in life should not be determined by how much your parents earn. Yet in the UK, it too often is. We are an education charity. We work with like-minded people and organisations towards a day where every child has the education they are entitled to. We train people with leadership potential to be inspirational teachers in schools in low-income communities across the country. These leaders go on to work in schools and other sectors of society towards our vision: a future where no child's educational success is limited by their socio-economic background. For more information on the work we do and which regions we operate in, please visit www.teachfirst.org.uk.

Job purpose

The Teach First two year programme starts with a six week summer institute where all participants (trainee teachers) are trained to be classroom ready. Through their first year in school, participants work full-time as unqualified teachers and receive a range of training and support including from university partners who help the participant obtain their PGCE at the end of the year. In the second year, teachers remain in the same school and work full time as a newly qualified teacher and are challenged and supported to ensure they have maximum impact on pupils by continuing their leadership development.

The Leadership Department is accountable for designing all aspects of the leadership development activity for the whole participant - ambassador life cycle. This includes designing the opportunities that will be delivered by the regional function as well as managing the key relationships and activities that are integral to the successful support of our participants and ambassadors and require national coordination. Its ultimate responsibility is to ensure our participants and ambassadors (alumni) are equipped to impact upon the vision of Teach First in the short and long term. The Department's work involves working with partners to ensure high quality developmental experiences across the two years; identifying targeted developmental pathways to accelerate progress and impact, and running the annual six week Summer Institute for approximately 2,500 participants and staff. The manager will play an important role in contributing to overall departmental strategy and delivery.

The Early Years Manager will play a crucial role in a number of areas across the organisation. These will fall broadly into four areas:

- Programmatic design
- Support for Local Area Teams (LATs)
- Scoping of the organisation's role in the Early Years sector
- Support for the wider organisation

Programmatic design

The Leadership Design team specifies the learning objectives and selects the subject matter, learning content, developmental exercises, evaluation methods and media to achieve intended outcomes. In order to ensure the Early Years programme is effectively embedded across the organisation, the Early Years Manager will liaise closely with regional colleagues to identify developmental needs and design learning experiences which meet these needs. The Early Years Manager will systematically identify, develop and evaluate the design for all Early Years participants and ambassadors.

Each element of the design phase requires attention to detail, including:

- Creating and managing the learning, visual and technical design strategy
- Applying various learning strategies to reach the intended outcomes
- Designing the user interface and/or user experience
- Creating and evaluating prototypes and pilots

To further support evaluation, the early years programme is currently subject to an in-depth review, undertaken by [Curee](#). The Early Years Manager will work with Curee and the Teach First Research, Evaluation and Impact team to oversee this evaluation and ensure subsequent programme development is mindful of this.



Support for Local Area Teams (LATs)

The early years programme is in the process of being embedded across the organisation. The Early Year's Manager will support LATs to ensure all employees have the relevant knowledge, skills and expertise to provide an excellent level of support for Early Years participants. This will include, but is not limited to:

- Training the School Partnership Managers (one based in each region) and four Senior School Relationship Officers in the four areas of London, to ensure their on boarding of schools sets participants and schools up for success
- Work with the central team who lead on the national allocation and placement of our teachers to support developing an Early Years Foundation Stage (EYFS) growth strategy linked to demand
- Work with Leadership Development Officers who are supporting EYFS participants- including providing training, support with challenges and developing best practice
- Work with Communications to ensure all marketing materials going out to schools tell the story of EYFS and make the Teach First offer in EYFS clear
- Providing expertise on the context of Early Years to shape Local Area and School Relationship strategy
- Providing resources to support Local Area teams to induct their school and university partners on our EYFS programme
- Support for delivery of the EYFS curriculum at Summer Institute, including the four weeks delivered in local areas and the two weeks in Leeds
- Working with the Mentor Development Manager to tailor resources and engagement opportunities for mentors of EYFS

Scoping of the organisation's role in the Early Years sector

In line with the projected organisational growth for the primary and Early Years programme the Early Years Manager will play a key role in scoping and shaping what the organisation's presence in this sector will look like. This will extend beyond support and development for participants and ambassadors to ensure we are well placed to make a significant impact on education in the Early Years for children from low income families.

Support for the wider organisation

As the Early Years programme embeds and grows, the Early Years Manager will be responsible for working with colleagues from across the organisation to ensure they have the knowledge, skills and confidence around all elements of the programme. This will include oversight of communication with external stakeholders and a significant responsibility around press and public affairs, in line with the sector wide interest in the area.

Key accountabilities

- To contribute to team and departmental strategy and ensure progress of early years participants and ambassadors towards Teach First's impact goals
- To work closely with the Primary and Secondary Design Managers and with other colleagues across the organisation to ensure the early years is embedded effectively across the organisation.
- Take a holistic and strategic view of the Early Years programme, to ensure that Early Years teachers and early career leaders have maximum impact in primary schools and contribute to Teach First's impact goals
- Ensure content produced by the design team enables early years participants and Ambassadors to have maximum impact on pupils, by ensuring a robust curriculum design which enables early years participants to achieve the PGCE in the first year and contribute to Teach First's impact goals throughout the two years and beyond
- Review and make improvements to the participant leadership development experience by engaging in a rigorous design process, including supporting regional colleagues to translate needs analysis into learning objectives and designing viable developmental experience which will meet these needs
- Employ and analyse robust qualitative and quantitative evaluation processes to ensure that the Early Years programme is having maximum impact on pupils
- Work collaboratively with the university partners which deliver the Teach First PGCE and other partners and internal stakeholders to ensure the best outcomes for their pupils
- Research and keep abreast of the skills and development necessary to achieve pupil impact in early years settings in challenging circumstances
- Ensure that the Early Years provision is well understood and continues to develop within Teach First
- Line manage colleagues where appropriate

Technical competencies

- Experience of teaching across the primary key stages, preferably including Early Years
- Contribution to and oversight of a rigorous design process aimed at ensuring maximum impact on pupils
- Designing content for teacher training and professional development
- Delivery of teacher training to primary teachers
- Collaboration with a range of internal and external stakeholders
- Represent Teach First externally
- Effective Management of staff
- Research and investigate information to enable strategic decision-making
- Excellent computer literacy
- Experience of preparing and managing budgets
- Project management

Competencies required

Commitment

Championing Teach First

- Takes responsibility for the whole teams understanding of the Teach First mission, values and vision and encourages them to always take account of how their work fits with them
- Creates an environment for the team that is positive and challenging yet healthy and balanced and fits with the ethos of the values

Achieving results

- Empowers the team to use own judgment and take decisions
- Takes wider decisions that may impact the team/department and monitors effectiveness of decisions taken by the team and provides ongoing feedback
- Takes ownership for the team's performance and accountability for required result and quality, also reviews progress towards achieving goals

Integrity

Managing and developing self

- Leads by example in their management behaviours, inspiring the team to generate high standards of work
- Understands the learning process and proactive in following this process and developing as an individual and a future leader

Seeking, accepting and giving feedback

- Develops a feedback mechanism to measure the stakeholder's satisfaction with their team's performance
- Encourages open and honest feedback within the team, facilitating discussions in this area regularly

Collaboration

Communicating and influencing

- Uses management communication processes effectively such as 1:1s, appraisals and team meetings
- Takes responsibility for disseminating the key messages to the team
- Ensures the team are effective in their own communication, supporting them where they need help
- Exerts a positive influence over the whole team, building trust and respect

Developing relationship and team-building

- Adapts management style to ensure productive relationships with others
- Forges new external relationships which benefit Teach First and understands how to leverage networks
- Works inclusively and reinforces a 'positive and open team culture' in the department encouraging team working, team development activities and celebration of team successes

Excellence

Prioritising, planning and organising

- Works with individuals in the team to identify, prioritise and review their objectives, ensuring they are linked to the organisation
- Plans and manages the team's workload
- Ensures team is organised and processes run efficiently and effectively, e.g. meetings, regular reporting



Innovating, adapting to and managing

- Nurtures independent thinking in the team to grow their critical thinking and solution focus
- Leads the change process with the team by communicating carefully, and managing expectations
- Takes responsibility for ensuring the team implements changes to required standards and in required timeframes

Leadership

Managing, empowering and developing others

- Maintains balance and harmony within the team, dealing with any conflicts in a timely and constructive manner
- Helps individuals to identify training and development needs, and implement new learning
- Confidently applies people processes, recruitment, training & development and performance management

Providing strategic direction and vision

- Sets goals and KPIs in collaboration with AD/RD
- Reports on progress against KPIs
- Contributes to the department's vision and strategy

Location

Any Teach First Office

Salary band

£35,750, increasing to £40,070 on successful completion of the 6 month probationary period
Roles based in London will also receive the £3,000 London Weighting Allowance

Benefits

Teach First's core benefits include 27 days holiday per annum (7 of which must be taken during the two weeks of Christmas and New Year office closure), participation in the pension scheme (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan/bike loan, dental membership, health screening, discounted gym membership, travel insurance, Give As you Earn (GAYE) and the option to buy/sell annual leave.

How to apply

Please send CV and cover letter to careers@teachfirst.org.uk demonstrating what attracts you to Teach First and how you meet the competencies on the job description above.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date.

The interview process will begin on 15 May with a view to making offers before May half-term.

We strongly advise upon making an early application.