



Calderdale and Kirklees Teaching School Hub

Role Profile – NPQ Facilitator

Thank you for your interest in becoming an NPQ Facilitator for Calderdale and Kirklees Teaching School Hub (CKTSH).

Facilitators are integral to the implementation of the National Professional Qualification (NPQ) programmes to support participants to contextualise and understand the NPQ content.

Facilitators will work directly with participants by facilitating conferences and clinics. The conferences and clinics include a mixture of face to face and online training sessions. Each conference will be a full day and delivered face-to-face. Clinics will be a mixture of face-to-face and online and will take place after school for two hours each time.

Role Prerequisites

To be an NPQ Facilitator, you will need to meet the following standard requirements:

- Be qualified to teach in the UK (hold QTS).
- Be an experienced teacher/educator at school or MAT level.
- Hold a leadership role in a school (middle or senior leadership roles are acceptable).
- Have a track record of excellent teaching and delivering exceptional outcomes for students.
- Have a strong understanding of and commitment to the Early Career Framework.
- Have experience of mentor training and development, including coaching and mentoring.
- Have some experience of delivering training to a range of stakeholders.

Each NPQ also has specific requirements which are outlined at the back of this document.

Role Commitments and Obligations

As an NPQ Facilitator, you will be expected to:

- Attend all training sessions and briefings provided by Ambition Institute.
- Complete pre-reading associated with the specific content as set out by the Learning Design Team; this must be completed ahead of the facilitator briefing.
- Engage with the content (primer, slide deck, workbook, and any other session materials) ahead of the facilitator briefing and bring any questions along to the briefing. The content will be shared three weeks prior to the event, with briefings held 1-2 weeks prior to an event.
- Attend the facilitator briefing prior to the event which might last for a maximum of 90 minutes.
- Work with the co-facilitator and other colleagues to ensure the required sessions are delivered effectively, including organising face-to-face venues. This equates to one or two conferences and up to 6 after-school clinics per programme.
- Provide any feedback as requested by Ambition Institute.
- Engage with feedback, based on the observation of the facilitation and feedback received from participants.
- Act as a representative of Ambition Institute in your engagement and communication with all parties.
- Claim all relevant costs via the Calderdale and Kirklees Claim Form Procedure once a term.

Training and Development

The NPQ Facilitator will be provided with the following to support their facilitation of the NPQ Programme:

- A training day on the latest thinking around NPQs, the programme, and techniques to support teacher and leadership development.
- Access to online learning to explore aspects of facilitation to develop their skills and support them in the NPQ Programme content.
- Programme materials are carefully designed with scripts to support the consistency of delivery.
- All training materials have been reviewed through an extensive internal quality assurance process and user testing, as well as being reviewed by the DfE and EEF.
- Access to recorded briefings to support their preparation for delivering sessions.
- Invitations to live Q&A sessions.
- Receive observations and participant feedback against the NPQ framework with coaching and feedback from Calderdale and Kirklees Teaching School Hub to help improve and develop practice.
- An annual face-to-face planning meeting or training session delivered by CKTSH.

Payments

Cover costs will be paid to schools for NPQ facilitators to deliver the above events. Conferences will be paid at a rate of £500 per conference and after-school clinics at a rate of £200 per clinic.

Next Steps

If you would like to work with us as an NPQ Facilitator, you will firstly need to discuss your interest with your Headteacher / Line Manager and ensure that they agree to your expected commitment.

We will then require a 400-word Expression of Interest statement from you, outlining your experience and your interest in the facilitation role. Please email your statement to lucy.sykes@sharemat.co.uk

Thank you again for your interest in supporting Calderdale and Kirklees Teaching School Hub.

Specialist NPQs	
Leading Teaching (NPQLT)	<ul style="list-style-type: none"> • Be an experienced middle or senior leader. • Have responsibility for leading teaching at department, phase or whole school level. • Have knowledge of teaching, curriculum and assessment (and preferably the ECF framework).
Leading Teacher Development (NPQLTD)	<ul style="list-style-type: none"> • Be an experienced middle or senior leader. • Have responsibility for teacher development at department, phase or whole school level. • Have knowledge of teacher development (and preferably the ECF framework).
Leading Behaviour and Culture (NPQLBC)	<ul style="list-style-type: none"> • Be an experienced middle or senior leader. • Have responsibility for leading behaviour at year group, phase or whole school level. • Have knowledge of behaviour or culture (and preferably the ECF framework).
Leading Literacy (NPQLL)	<ul style="list-style-type: none"> • Be an experienced middle or senior leader. • Have responsibility for leading English or literacy across phase or whole school level. • Have knowledge of literacy, including spoken language, reading (including phonics, fluency and comprehension) and writing.
Leading Primary Maths (NPQLPM)	<ul style="list-style-type: none"> • Be an experienced middle or senior leader. • Have responsibility for leading Maths across phase, subject, whole school or group of schools. • Have excellent knowledge of mastery approaches to teaching Maths from the Teaching for Mastery Programme, or an equivalent programme.
Leadership NPQs	
Senior Leadership (NPQSL)	<ul style="list-style-type: none"> • Be an experienced senior leader or headteacher. • Have at least 3 years' relevant experience (i.e. as an Assistant or Deputy Head). •
Headship (NPQH)	<ul style="list-style-type: none"> • Be a serving school leader in a headship role or in a more senior role but with headship experience (e.g. an EL). • Have suitable experience in leading a whole school or group of schools.
Early Years Leadership (NPQEYL)	<ul style="list-style-type: none"> • Be an experienced educational leader, senior leader or equivalent if from private/voluntary setting. • Have suitable experience of leading across the early years foundation stage. • Have knowledge of up-to-date early years theory and practice and organisational management in an early years setting (which can include nursery and reception in schools and private/voluntary settings).
SENCO (NPQSENCO)	<ul style="list-style-type: none"> • Be a serving educational leader or senior leader. • Have knowledge of the SENCO role and strategies at a whole school level.