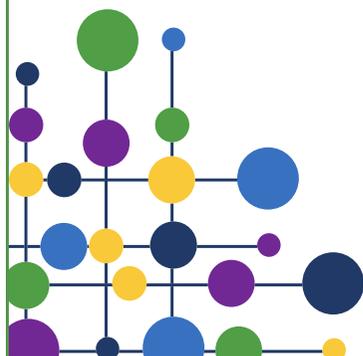
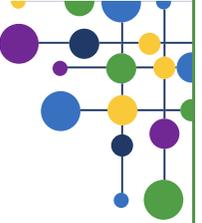


**Assistant Director of Teaching
School Hub
Application Pack**





Welcome from the CEO

Spring Term 2022

Dear Applicant,

Thank you for taking an interest in this newly created post, Assistant Director of the Teaching School Hub. It is an exciting time for the recently formed Calderdale and Kirklees Teaching School Hub. We have been highly successful in establishing strong partnerships across the two local authorities. We are now delivering high quality training programmes to literally hundreds of Early Careers Teachers and mentors. We are also offering a full suite of National Professional Qualifications and undertaking the Appropriate Body role to many schools. This role is now required because of this success and to create further capacity as we prepare to deliver changes to Initial Teacher Training.

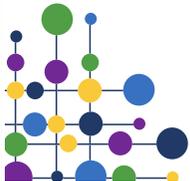


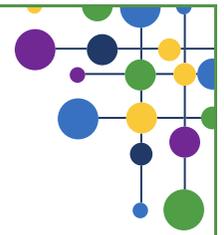
Based at the Hub, located within the grounds of Shelley College, the successful candidate will be employed by the Trust but work with schools across two local authorities and beyond, as well as a range of national partners.

Our trust lives by our beliefs in “Valuing People, Supporting Personal Best”. We are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they

need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

I hope the materials enclosed in this pack give you a good sense of what is expected in the job as well as what makes the Trust a special place to work. It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.





I very much hope you are encouraged to apply for this new exciting opportunity and look forward to meeting you soon.

Yours faithfully,

John McNally

CEO

The Trust

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; Lily Park Primary Academy, Huddersfield and Luck Lane Primary Academy, Huddersfield. We expect another secondary school to join the trust in spring 2022.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Through the Teaching School Hub we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

The Teaching School Hub

Shelley College, which is part of SHARE MAT, was appointed as the **Teaching School Hub for Calderdale & Kirklees** from September 2021. It is one of 87 national Teaching School Hubs (TSH) which replaced the previous network of around 750 teaching schools.

We have made a very successful start to our programmes. We are working with over 120 partner schools, including 8 strategic partners. There are 260 Early Careers Teachers registered on our training course, supported by 260 mentors. By the end of the year, more than 200 experienced teachers will have started one of the new National Professional Qualifications.

We aim to deliver the reformed Initial Teacher Training programmes from September 2024, in line with the national changes.

Assistant Director of Teaching School Hub Role Profile

SUMMARY

Role title	Assistant Director of Teaching School Hub	Reporting to	Director of Teaching School Hub
Section	Central Trust Team		
Contract type	Full-time, permanent	Grade / salary	Leadership scale L

JOB DESCRIPTION

Overall purpose of the role

- Help provide strategic leadership for the Teaching School Hub.
- Under the direction of the Director of Teaching School Hub, be accountable for at least one of the Teaching School Hub's delivery strands:
Initial Teacher Training (ITT), Early Career Teacher programmes, Appropriate Body Service, National Professional Qualifications (NPQs) or Continuing Professional Development (CPD)
- Contribute to the formulation of Teaching School Hub strategic objectives in accordance with the DfE's strategy and overall trust objectives.
- Help to achieve strategic objectives. In particular, the post holder will be helping to recruit, retain and train a highly skilled workforce across Calderdale and Kirklees (known as the LWY12 area)
- Manage relationships with hub partners, including all schools in LWY12
- Provide reports to the trust board and CEO as required. Be willing to report on progress to the CEO, the hub's governance board and the trust board, attending meetings if required.
- Help the trust fulfil all its obligations as a Teaching School Hub, including reporting to the Teaching Schools Council, the Regional Schools Commissioner, the Department for Education and other statutory bodies.

Safeguarding requirements

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

STANDARDS TO BE ACHIEVED

The standards follow those described in the [National Standards for Headteachers 2020](#).

The post holder will also be expected to achieve any national standards described by the Department for Education or the Teaching Schools Council.

Ethics and Professional Conduct

The Assistant Director of the Teaching School Hub is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

The post holder must uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

The post-holder must uphold public trust in trust leadership and maintain high standards of ethics and behaviour. Both within and outside trust, the Assistant Director of Teaching School Hub must:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, students' vulnerability or might lead students to break the law

As a senior leader in the trust community and profession, the post-holder must:

- serve in the best interests of the trust's students
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

Hub culture

- Support the Hub Director, the Trust Board, the CEO and the Hub's strategic partners in establishing and sustaining the Hub's ethos and strategic direction
- Help create a culture across the LWY12 district where students experience a positive and enriching school life
- Help all schools uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life

- Help promote positive and respectful relationships across the hub community and a safe, orderly and inclusive environment
- Support the development of a culture of high staff professionalism across the hub

Teaching

Across the hub, help to:

- Recruit, train and retain a high-quality workforce
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

Curriculum and assessment

Across the Hub, help train teachers and leaders, so they are able to:

- Deliver a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all students are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

Behaviour

Across the Hub, help train teachers and leaders to:

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- Deliver high standards of student behaviour and courteous conduct in accordance with each school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the trust model and teach the behaviour of a good citizen

Additional and special educational needs and disabilities

Across the hub, help train teachers and leaders to:

- Hold ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- Ensure schools work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- Ensure schools fulfil its statutory duties with regard to the SEND code of practice

Professional development

Across the hub:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of school improvement, team and individual needs
- Encourage leaders to prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the Hub, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

Across the Hub but with particular attention to the trust:

- Help to ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- Help ensure effective safeguarding policies and practices are in place
- Help ensure staff are deployed and managed well with due attention paid to workload

Continuous improvement

Across the Hub:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to schools' contexts
- Help ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership

Across the Hub:

- Ensure schools work successfully together in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

Governance and accountability

- Where appropriate give account and accept responsibility for progress to the board
- Help ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the Hub effectively and efficiently operates within the required regulatory frameworks

OPERATIONAL MATTERS

Leadership

- Directly manage the Hub administrators
- Lead strategic partners and other staff delivering Hub strands
- Build effective working relationships with strategic partners and other leaders across LYW12
- Promote awareness of the Teaching School Hub across all schools in LWY12, encouraging all schools to participate in the Hub’s training, support and recruitment activities.

<i>Expertise in role required (at selection - level 1)</i>	Essential or Desirable
• Qualified Teacher Status.	Essential
• Degree or equivalent.	Essential
• Credible leader, able to earn the respect and confidence of school leaders from a broad range of schools in different contexts	Essential
• Effective leader, able to build consensus and gain commitments to common goals from strategic partners	Essential
• Familiar with the Teaching School Hub programme, including its objectives, statutory frameworks and relationship to other government initiatives	Essential
• Evidence of continuing professional development and a willingness to undertake further development as appropriate.	Essential
• Good working knowledge of the OFSTED framework and other measures for evaluating the performance of a school.	Desirable
• Successful teaching experience as measured by student data and lesson observations.	Essential
• Successful and substantial leadership experience	Essential
• Experience of recruiting teachers, including trainees	Desirable
• Experience of delivering ongoing professional development programmes for teachers and other school professionals	Desirable
• Experience of the Early Careers Framework and/or supporting Newly Qualified Teachers (NQTs)	Desirable
• Experience of supporting the delivery of National Professional Qualifications (NPQs)	Desirable
• Experience of improving standards for teachers through training and other professional development activities	Essential
• Experience of improving standards at a whole-school level	Desirable
• Experience of building successful working partnerships across schools	Desirable
• Able to develop strategies for recruiting and training teachers	Essential
• Able to analyse data with a view to developing strategies to improve performance.	Essential

• Able to monitor and evaluate the impact of training and other professional development activities	Essential
• Excellent communication skills.	Essential
• Excellent behaviour management skills.	Essential
• Commitment to the safeguarding of young people.	Essential
• Able to analyse school standards and prioritise the strategies that will have the biggest impact	Desirable
• Familiar with the use of research to inform best practice and improvement strategies	Desirable
• Able to successfully lead others, identifying clear priorities, communicating effectively and supporting improvements.	Essential
<i>Other (physical, mobility, local conditions)</i>	
• Good role model in terms of promoting the hub’s aims and values, together with professional standards for teachers and leaders.	Essential
• Willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Willing to work at different hub school sites for short or medium term placements.	Essential

Expertise in role - after initial and advanced development

- Substantial knowledge of the LWY12 area and its improvement priorities, with respect to TSH objectives
- Wide network of school leaders across LWY12, able to deliver all TSH objectives
- High levels of recognition and respect within national networks, including the Teaching Schools Hubs Council

Signatures

Approved by : CEO

Approved by : Post Holder/or Representative

January 2022

To apply, please complete an application form on the TES website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

SHARE Multi-Academy Trust

Valuing People, Supporting Personal Best



Closing date is 9am on 26th January 2022, interviews to take place week commencing 7th February 2022.