

Deputy Director (Primary) for The Three Rivers Teaching School Hub and Cheviot Learning Trust

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Deputy Director – Primary for the Three Rivers The Three Rivers Teaching School Hub and Cheviot Learning Trust

Permanent

Full Time

Leadership scale L13 – L17 (£63,430–£69,970)

Required for September 2024

Applications are invited for the post of Deputy Director (Primary) for the Three Rivers Teaching School Hub and Cheviot Learning Trust.

Designated by the Department for Education (DfE) in September 2021, the Three Rivers Teaching School Hub, supports schools in Newcastle, North Tyneside and Northumberland and established partner schools. The Three Rivers Teaching School Hub facilitates access to outstanding professional development; promoting research based innovation to improve the overall quality of education. We provide direct access to tailored professional development at each career stage, including the ECF and NPQ programmes. We are committed to building a strong network of delivery partners; collaborating, learning, and working together is fundamental to driving improvement.

We are seeking to appoint an experienced and dynamic Deputy Director who will lead the Primary Appropriate Body services for Early Career Teachers' statutory induction, as well as leading on primary school improvement strategies across Cheviot Learning Trust. They will be responsible for leading the support, advice and guidance that enables our schools to succeed and improve so that we can deliver the best possible educational experiences for all of our children and young people.

This is an exceptional opportunity which represents part of our further evolution as a Trust for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon our children and young people's learning, helping to shape our Trust's future. The post holder will work closely with the CEO, Director of the Teaching School Hub and Headteachers to lead on the teaching and learning improvement strategies across the Trust.

The role will be split three days for Appropriate Body Lead and two days per week for whole trust work. This post will be based at our Central Team Office in Gosforth with regular travel required to all schools within the Trust across Northumberland.

You will be self-motivated and well organised, with excellent communication and leadership skills. As a highly skilled professional, you will be able to work with a wide range of partners, leading effectively in a fast-paced innovative environment.

Successful candidates will have significant teaching and leadership experience as well as experience of delivering professional development programmes beyond their organisation. The role is integral to the Teaching School Hub's efficient support functions, and you will play an instrumental role in the day-to-day running of the Teaching School Hub.

This new post offers an excellent opportunity for the right candidate to combine their detailed knowledge and experience of school improvement with staff development.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD.

For more information or to arrange a visit to our Trust Headquarters, please contact Dominique Flint, Trust HR Manager via email: d.flint@cheviotlt.co.uk.

Application forms can be downloaded from the Trust website www.cheviotlearningtrust.co.uk/careers. The Trust website also contains full information about our Trust, with links to all of our schools' websites.

Completed applications should be returned to Rebecca Taylor, Director of the Teaching School Hub, via Dominique Flint, the Trust HR Manager using the email above. Applications received after the deadline will not be considered.

Closing Date: Thursday 16th May 2024

Shortlisting: Friday 17th May 2024

Interviews: Tuesday 21st May 2024

Job Advert (Continued)

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be found [here](#). The Trust Child Protection and Safeguarding Policies can be found on the [Trust website](#).

An online search will be carried out on shortlisted candidates, prior to interview.

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



Job Description

JOB TITLE: Deputy Director – Primary for the Three Rivers The Three Rivers Teaching School Hub and Cheviot Learning Trust (1.0FTE)

RESPONSIBLE TO: Director of The Three Rivers Teaching School Hub

RESPONSIBLE FOR: Professional Teacher development across Northumberland, North Tyneside and Newcastle

REMUNERATION: Leadership point 13–17

Background

In September 2021 we launched the Three Rivers Teaching School Hub, one of 87 regional hubs designated by the DfE to oversee the delivery of ‘the Golden Thread’ of professional development. The hub is a school-led centre of excellence for teacher and leadership training and development. We aim to provide high quality professional development to teachers at all stages of their career, playing a significant role in delivery of Initial Teacher Training, the Early Career Framework, Specialist National Professional Qualifications and Leadership NPQs, as well as being the designated Appropriate Body for ECT induction. Three Rivers Teaching School Hub is part of Cheviot Learning Trust.

Main Purpose of the Role

This post is a dual role designed to lead Primary Appropriate Body services for Early Career Teachers’ statutory induction, as well as leading on primary school improvement strategies across Cheviot Learning Trust. The post holder will work with the CEO, Director of the Teaching School Hub and school headteachers to lead on the teaching and learning improvement strategies across the Trust. The role will be split three days for Appropriate Body and two days per week for whole trust work.

Key Responsibilities

- To promote the ethos and vision of the Three Rivers Teaching School Hub and Cheviot Learning Trust
- Manage statutory induction across NE1 to ensure that Early Career Teachers (ECTs) receive their statutory entitlements and that the support, assessment and guidance procedures in place are fair and appropriate
- Provide challenge to school leaders to ensure the highest level of support is provided to ECTs

- To drive school improvement by leading on effective trust-wide teaching and learning strategies
- To work collaboratively to support headteachers and leadership teams to accurately evaluate the quality of teaching and learning
- To derive and implement appropriate support and challenge packages that lead to improved, high quality performance
- To role model best practice as an outstanding teacher, sharing this across the region and working in collaboration with the Teaching School hub to provide professional development
- To develop the Trust’s knowledge of good practice and develop strong peer and partnership working across the trust

Appropriate Body Responsibilities

- Manage the strategic provision of the induction service
- To monitor, challenge and empower school leaders to deliver high quality provision for ECTs, overseeing preparation and quality of induction and ensuring assessment is fair and rigorous in accordance with the statutory requirements
- Liaising with national providers to ensure all ECTs across the region are registered for statutory induction
- To act as the principal link between the TSH, schools and teachers’ unions to manage and resolve complex issues drawing on collective expertise and combined resources to ensure there are high quality Early Career Teachers across the region
- Plan, develop, implement, monitor and review effective training which enables schools to fulfill their statutory requirements
- Be responsible for the quality assurance of ECT Induction in schools; develop and implement mechanisms to ensure ECTs are receiving their statutory entitlements and are well supported in their schools
- Work collaboratively within and across functions, with school leaders, the Teaching Regulation Agency and other national and regional organisations providing responsive, robust, practical advice and solutions on issues regarding ECTs
- To ensure procedures for users of the TSH appropriate body services are continually reviewed to ensure efficiency and effectiveness for schools

Job Description (continued)

- Manage and support the training of new and existing Induction tutors with regards to Appropriate Body induction
- Support the facilitation of the ECF and mentor programme
- Accurately track ECT performance using progress reviews, assessments and quality assurance visits
- Proactively intervene to provide support to underperforming ECTs
- Proactively intervene to provide support to ensure schools meet statutory requirements
- Taking responsibility for running the quality assurance processes of the offer, ensuring that quality and consistency is maintained across statutory induction
- Evaluate the TSH performance inline with its key performance indicators, as agreed with the DfE
- Working with the TSH Director to develop a process for wider system quality control of delivery in conjunction with TSH expectations
- Coordinate and lead an AB Advisory group to inform, guide and oversee the statutory induction process provided by the TSH
- Liaise with the Teaching School Manager regarding budget forecasting and service analysis as required
- Undertake annual reviews to ensure maximum satisfaction

School Improvement Responsibilities

- To drive school improvement across all the Cheviot schools
- To act as the link for all primaries across the Trust to ensure that planning, teaching and learning and progress of pupils are on a clear trajectory towards outstanding
- To support the headteachers in the setting and implementing of challenging targets for individual teachers where appropriate
- Assist in the creation of school, department and key stage improvement plans in response to the review process including the identification of required support and training
- To ensure timely intervention takes place when underachievement or poor progress is identified and model the school improvement process with school leaders to build resilience
- To support the school leads responsible for training, mentoring and coaching of teaching staff as required to ensure progress and development are targeted where appropriate

- To ensure consistency and coherency of curriculum intent and implementation across the schools at each primary key stage
- Ensure that the CEO, Director of the Teaching School hub and headteachers are kept informed of the progress of individual schools and any challenges which may arise
- Liaise with the teaching school hub to share best practice methodologies and resources through professional development programmes
- Ensure there is consistency in the quality of education provision across Cheviot Learning Trust
- Ensure that a coherent approach to teaching and learning is adopted across Cheviot Learning Trust

Partnerships

- To lead on the recruitment of schools to Appropriate Body services and oversee the onboarding of new schools into the Teaching School Hub's systems
- To maintain close links with ECF providers, ensuring continuity of delivery and provision of statutory induction
- To work with the TSH to ensure continuity of training for ECTs, mentors and induction tutors
- To develop and maintain productive working relationships with teaching and learning teams in each school across the Trust
- Communicate clearly with schools and appropriate members of the leadership team
- As required, represent the Trust at meetings with Ofsted and other organisations

General

- Facilitate NPQ programmes for the Teaching School Hub and encourage participation by mentors, induction tutors and school leaders
- To attend Hub Board meetings and other meetings as required
- To be an excellent role model in all aspects of the role and maintain confidentiality and integrity at all times
- To support the ECF Lead where appropriate
- To promote the TSH and Cheviot Learning Trust in a good light
- To develop and maintain productive and positive working relationships with partner and client schools

Job Description (continued)

- Communicate with outside agencies regarding the Teaching School Hub as required, including the DFE, TRA and Teaching School Council
 - Act on behalf of the Teaching School Director in their absence
 - Develop constructive relationships and an ethos of collaboration with the Teaching School partners, stakeholders and clients, maintaining effective communication with them
 - Support the development of other aspects of the Teaching School Hub, where appropriate
 - Participate in training and other learning activities and performance as required
 - Take responsibility for your own continuous professional development
 - Be a flexible and supportive member of the team
 - Notwithstanding the above, to undertake any reasonable request as may be determined by the Teaching School Director, commensurate with grade
- colleagues are treated and services delivered in a fair and consistent manner
- To comply with health and safety policy and systems, report any incidents, accidents, hazards and take a proactive approach to health and safety matters in order to protect both yourself and others

Notes

Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.

You should note that this job description subject to consultation, amendments may be made from time to time to reflect changes in circumstance.

Safeguarding Responsibilities

- To safeguard and promote the welfare of children and young people for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- To carry out their duties with full regard to the Learning Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that



Person Specification

	Criteria	Essential / Desirable	Assessment Method
Education & Qualifications	Qualified Teacher Status	E	A
	Have previous experience of Appropriate Body services or in-service mentor training for new or recently qualified teachers	E	A
	National Professional Qualification in Senior Leadership	D	A
Knowledge & Understanding	Understand the Statutory Induction of an ECT and its place in the new educational landscape	E	I
	Have an awareness of the Teaching School Hub programme and the wider system leadership landscape	E	A/I
	Have a clear awareness of the Ofsted Framework and the expectations in schools	E	A/I
Experience	Have a track record as a consistently high performing teacher, delivering strong outcomes for all children and young people	E	I
	Have significant leadership experience within a school setting in a primary or a first school	E	A
	Have experience of working in more than one school or across a range of schools	D	A
	Have experience of supporting staff progression successfully	E	A/I
	Have experience of monitoring and evaluating teacher performance to support school improvement	E	A/I
	Have experience of working with a range of stakeholders	D	A/I
	Have led professional development in a range of contexts	E	A/I/R
	Have experience in leading ITT or ECT delivery within a school context, including in mentoring new and recently qualified teachers	E	A/I/R
	Previous managerial experience of initial teacher training/mentoring/ECT induction. A proven ability to provide practical solutions to training issues/teacher improvement in schools, a well-informed perspective on major aspects of professional development and a deep understanding of the principles of effective teaching and learning and high-quality mentoring	E	A/I/R
	Have experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	E	R

Person Specification (continued)

Skills & Attributes	Be a confident speaker, able to engage and motivate others	E	I
	Have evidence of the ability to plan strategically, implementing and evaluating a project	E	I/R
	Be confident in quality assurance and evaluation	D	I/R
	Proactive with a positive attitude	E	I/R
	Be committed to research and the embedding of research-led, best practice	E	A/I/R
Motivation & Personality	A system leader, committed to the development of Early Career Teachers across the region	E	I/R
	Able to communicate confidently with a range of stakeholders, across varied settings and contexts	E	I
	Be confident in challenging the practices of leaders outside their own context	E	I/R
Additional Requirements	Ability and willingness to drive across the NE1 region; Northumberland, North Tyneside and Newcastle	E	A
	Ability to work outside of normal working hours to meet the business need.	E	I

Key: Application Form (A); Interview (I); Work Related Test (T); References (R).



Contact us

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