

Kent Teaching School Hub
Teaching School partnership co-ordinator for the National Professional
Qualifications (NPQs)
Job Description

Location: Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, Kent, TN4 9SH.
Homeworking flexibility available allowing for majority of work to be completed from home working flexible hours if preferred.

Salary KR6 £8,010 pro rata (£20,997 FTE)

Contract Term Time plus 2 weeks to be worked flexibly by agreement during school holidays.

Hours 16 hours per week to be mutually agreed. Some flexibility will be required within working times to meet demands of the Hub when required.

Start date 21st February 2021 or as soon as possible thereafter. Closing date Monday 24th January.

The successful candidate will be offered a fixed term 1-year contract initially, with the possibility of additional hours, and an extension of contract or permanent role, depending on the future needs and funding of the Teaching School Hub.

Context of the role:

The Kent Teaching School hub has been accredited by the Department for Education to provide initial teacher training, the Early Career Framework (ECF), an Appropriate Body (AB) service, the National Professional Qualifications (NPQs) and school professional development to schools across East, West and South Kent.

NPQs are aimed at those aspiring to be or who currently hold leadership roles within schools. There are currently five NPQs that the Kent Teaching School hub deliver in partnership with the Ambition Institute (a national provider of education professional development):

Leadership NPQs: NPQ for headship

 NPQ for senior leadership

Specialist NPQs: Leading teaching, leading teacher development, leading behaviour and culture.

These will be joined by two further NPQs in September 2022: Leading literacy and leading in early years education. For full details of our NPQ offer see our [website](#).

Applicants need not have a working knowledge of the NPQs but will need to demonstrate the skills, abilities and knowledge indicated in the table below.

Summary of key responsibilities

To work under the direction of the Administration Manager for the Kent Teaching School hub to provide administrative support for the effective delivery of the full suite of NPQs.

- Set up and administration of onboarding of teachers and school leaders as they register with the Kent Teaching School hub for participation in the hub's NPQ provision

- Working with schools and participants to help them navigate NPQ course requirements
- Liaison with NPQ national provider (currently Ambition Institute)
- Tracking of NPQ once registered through the Ambition Institute’s Steplab online portal
- Communication with NPQ participants on all assessment processes
- Organisation and administration of Quality Assurance checks of NPQ facilitators
- Assisting the Events coordinator in setting up of ‘in person’ and virtual events as required by the NPQs
- Attending relevant hub engagement events to promote the hub NPQ offer
- Assisting in the data collection required for the hub’s Key Performance Indicators (KPIs)
- Evaluation with the Administration Manager and Kent Teaching School Hub Operations Director to review effectiveness of NPQs provided by the hub.

Person Specification

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a ‘good fit’ for the role as described.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Maths and English or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Previous administration experience • Previous PA experience (desirable but not essential) • Operational experience of administrative systems • Experience of working in an educational setting
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions. • Ability to work in an organised and methodical manner and maintain accurate records. • Ability to work with confidential and sensitive information. • Ability to work effectively and supportively as a member of a team. • Ability to organise and prioritise workload to achieve deadlines. • Able to deal professionally, calmly, tactfully and effectively to a wide range of people. • Ability to communicate effectively and in a courteous manner, in person, in writing and over the telephone. • Ability to receive and assess information over the telephone, by email or in person and refer to the appropriate person or source of information. • Ability to investigate queries and anomalies when required. • Ability to operate computerised and manual filing systems and to make improvements where necessary. • Co-ordination skills when arranging meetings and appointments.

KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages and computerised and manual filing systems.• Knowledge of the educational system and knowledge of teacher training systems and requirements (desired but not essential)
------------------	--

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.