

Southwark Teaching School Alliance Programme Manager

Details in brief

Job title:	Programme Manager
Location:	Charles Dickens Primary School, London
Terms:	Fixed term, with the possibility of moving to a permanent contract. We are committed to flexible working and this role is open to applicants wishing to work full-time, part-time or as a job share.
Salary:	£27,000+ depending on experience (pro-rata for part-time appointment)
Reporting to:	Director
Closing date:	Friday 29 September

About Southwark Teaching School Alliance

Southwark Teaching School Alliance was established in January 2015 and brings together schools and selected partners committed to working together to achieve our vision for an education system where children and young people are nurtured and challenged to flourish in all aspects of their life – academic, cultural, personal and social.

At the heart of our Alliance is a commitment from our members to learn from, with and on behalf of the richly diverse schools in our borough, and to extend their impact beyond their own school boundaries for the good of all.

Our inclusive Alliance is open to all schools, regardless of type or where they are in their improvement journey. In 2016/17 the Alliance worked in some way with teachers or leaders from more than half of the schools in the borough, and many more beyond Southwark's boundaries.

The role

Southwark Teaching School Alliance has grown rapidly in the last year, and in September 2017 we are launching five professional development programmes and a new school improvement programme seeking to narrow the gap between disadvantaged pupils and their more affluent peers. We are also launching a new membership offer and have just been designated a Schools Partnership Programme hub.

The Programme Manager we are seeking to recruit will be responsible for ensuring the smooth running of all these programmes, as well as deputising for the Director, who works part time. This is the perfect opportunity for someone looking to use their project management skills, while developing rapidly to become Deputy Director of our expanding Teaching School Alliance.

Key responsibilities

- **Efficient and personable programme management across all aspects of Southwark Teaching School Alliance's work – including:**
 - Ensuring delivery of our programmes is well-planned, with careful attention to the details that will ensure participants and facilitators have a positive experience and our programmes deliver maximum impact

- Working with the Director to plan the budget, and taking responsibility for managing and monitoring the budget to ensure we remain financially sustainable and secure best value and maximum impact from our spending
- Undertaking ongoing evaluation of our programmes and seeking to secure continuous improvement in their delivery
- Reporting on our programmes to the STSA Strategic Board and our funders
- **Maintaining excellent communication and relationships with our schools, partners and funders – including:**
 - Representing STSA in meetings with school leaders, teachers and partners
 - Ensuring our website is kept up to date and acts as a one-stop shop for anyone interested in our work
 - Drafting monthly newsletters to keep our network informed and inspired
 - Raising our profile on social media, including through operating the STSA twitter account
 - Ensuring queries are dealt with effectively
- **Line managing an administrative assistant to ensure excellent customer service, sound systems and good records management**
- **Deputising for the Director as necessary**

Person specification

Essential	Desirable
Commitment to the STSA vision and mission, and to working openly and constructively with all members of the Alliance and our partners.	An understanding of the English education system and/or experience of school improvement or development programmes.
Sound project management skills. You do not need a project management qualification, but will be able to demonstrate the ability to apply the principles and processes of project management to secure good impact and outcomes.	Familiarity with key IT platforms and programmes, including: <ul style="list-style-type: none"> ● Perch or similar website content/editing platforms ● Twitter ● Google drive ● One drive ● Standard Microsoft programmes
Excellent written and communication skills, and the ability to form good working relationships with a range of partners. For many of our schools and partners, communication with and from you will be their main link with STSA, and it will need to strike the right note of accuracy, warmth and professionalism. You will need to establish your credibility with a diverse group of school leaders, teachers and partners and maintain effective relationships with them.	Line management experience
Commitment to continuous improvement and ability to adapt to change. Southwark Teaching School Alliance never stands still, so you will need to be comfortable adapting to change, as	



<p>well as creating it through your own ideas and commitment to continuous improvement.</p>	
<p>Being a self-starter. There is scope in this role for significant autonomy, growth and development. To make the most of this you will need to be comfortable and capable of working with limited direction and drawing on a range of resources to quickly master new skills, knowledge and processes.</p>	

How to apply

To apply for this exciting opportunity, please provide:

1. a CV of no more than 2 pages; and
2. a written statement of no more than 2 pages, setting out how you meet the requirements of the role and the person specification.

Please send these to STSA Director kate.chhatwal@southwarktsa.co.uk by midnight on Friday 29 September. Please include in your covering email details of two professional referees, one of whom should be your current employer. We will only contact referees if you are successful at interview. Please also indicate in your application whether you wish to apply on a full-time, part-time or job-share basis.

Interviews will take place in early October.

Southwark Teaching School Alliance is committed to safeguarding and promoting the welfare of children and young people by following best guidance and practice and expects all staff to share this commitment. A DBS check is required for the successful applicant.

Southwark Teaching School Alliance is an Equal Opportunities Employer.

If you would like a confidential conversation before applying for this role, please email kate.chhatwal@southwarktsa.co.uk.