



**North East
Learning Trust**

Teaching School Hub Manager
NELT Institute
Applicant information pack

Teaching School Hub Manager

Permanent

Required as soon as possible.

37 hours per week

Whole Year

Grade 6 SCP23 – SCP25

£33366 - £35235 per annum FTE

The NELT institute is a part of the North East Learning Trust, and we are seeking to appoint a Teaching School Hub Manager to join our dedicated team.

The NELT Institute truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension
- Generous holiday entitlement of 32 days, plus bank holidays
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Hold a NVQ Level 3 qualification (or equivalent).
- Experience of working effectively in a busy administration role.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 10th February 2025 (noon)

Interviews taking place week commencing 17th February 2025



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to Rebecca.elliott@shottonhallacademy.co.uk or by post to Rebecca Elliott, Assistant Support Services Manager, The Academy at Shotton Hall, Passfield Way, Peterlee, Co Durham, SR8 1AU. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Teaching School Hub Manager
Responsible to: Director of NELT Institute
Salary Band: Grade 6

Job Purpose:

Ensure a consistently high standard of delivery across NELT Institute's various strands of work, including assuring excellent user and partner experiences.

Duties and Responsibilities:

Generic Responsibilities

- Responsible for ensuring the SCR and Safeguarding checks are followed in line with Trust policy, ensuring that the register is maintained correctly and accurate.
- Responsible for ensuring that the Trust Safer Recruitment policy is followed, and records are accurate.
- To oversee the operational delivery of the following strands of NELT Institute's work, including all aspects of safeguarding and data protection:
 - Oversight of Initial Teacher Training (NIOT)
 - Responsibility for National Professional Qualifications (NPQ) (Teach First and NIOT)
 - Oversight of Subject Knowledge Enhancement (SKE) courses
- Develop systems and processes to professionalise, systematise and organise the Institute's work.
- Swiftly and professionally respond to the needs of the Institute's different partners and stakeholders.
- Disseminate and collate user feedback to continually improve and ensure high quality user experience
- Responsible for excellent liaison with our funders and other partners, including ensuring key documentation is submitted linked to payment milestones across the Institute and working with NELT's central Finance Team.
- Plan and identify opportunities that will promote the Institute's work, including event management: planning efficiently, promoting and evaluating events we run.
- Monitor and analyse delivery of our work to ensure accurate, timely information is available to support decision-making across the Institute's leadership.
- Use data effectively to maximise the user experience by identifying issues early, as well as patterns, and using this to refine our systems and procedures.
- Support effective liaison and communication with our various partners and internal teams, including preparing meeting agendas and minutes, conducting research for meetings, and ensuring actions are followed up.
- Ensure all programmes are centralised and diarised to ensure efficient and effective operations by all the NELT Institute team. This would include event dates, deadlines, engagement requirement, reminders to team).
- Any other reasonable requests.

ITT-specific responsibilities



- Provide an excellent user experience as the first point of contact for ITT trainees and coordinate with other colleagues in our team, as appropriate.
- Lead the operational aspects of our ITT programme, including:
 - *initial recruitment and marketing* – ensure we communicate opportunities in a clear, compelling manner to appropriate audiences
 - *selection processes* – coordinating selection processes to ensure they are run fairly, efficiently and robustly
 - *planning* – ensure that we have clear plans for the operational aspects of delivery, including booking rooms, ensuring staff are available, and printing materials
 - *participant onboarding* – ensure every programme participant understands what our programmes entail, and that they complete any necessary pre-tasks
 - *managing external portals* for ITT work
 - *communicate with a variety of stakeholders*, supporting with the growth of school partnerships and supporting with the organisation of school placements
 - *event management* – ensuring the smooth running of face-to-face and virtual events and troubleshooting any issues on the day
 - *monitoring attendance and engagement* – systematically monitor attendance and engagement and take appropriate actions as issues arise
 - *follow up and evaluation* – ensure excellent inter-session communication and end of programme follow up sharing with Institute leaders

NPQ-specific responsibilities

- Provide an excellent user experience as the first point of contact for NPQ applicants and participants, and coordinate with other colleagues in the NPQ team, as appropriate.
- Lead operational aspects of our NPQ programmes, including:
 - *NPQ recruitment and marketing* – ensure we communicate opportunities in a clear, compelling manner to appropriate audiences
 - *selection processes* – coordinating selection processes to ensure they are run fairly, efficiently and robustly
 - *planning* – ensure that we have clear plans for the operational aspects of delivery, including booking rooms, ensuring facilitators are available, catering and printing materials
 - *participant onboarding* – ensure every NPQ programme participant understands what our programmes entail, and that they complete any necessary self-study and live training sessions
 - *managing external platforms* for NPQ work (NIOT and Teach First)
 - *communicate with a variety of stakeholders*, supporting with the growth of programme recruitment and supporting with the organisation of facilitators
 - *event management* – ensuring the smooth running of face-to-face and virtual events and troubleshooting any issues on the day
 - *monitoring attendance and self-study (i.e. engagement)* – systematically monitor attendance and self-study completion and take appropriate actions as issues arise
 - *follow up and evaluation* – ensure excellent inter-session communication and end of programme follow up sharing with Institute leaders

SKE-specific responsibilities



- Provide an excellent user experience as the first point of contact for SKE participants and coordinate SKE programmes with other colleagues in our team, as appropriate.
- Lead the tracking and monitoring of SKE participants, liaising with SKE mentors and ITT colleagues in our team, as appropriate.
- Liaise with our Trust's wider teams, including Finance, to arrange the timely raising and payment of invoices, with respect to SKE participants, SKE mentors and the DfE.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification

Teaching School Hub Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • 5 GCSEs including English or equivalent of • NVQ Level 3 qualification in Business or School Administration or equivalent experience • Evidence of continuing professional development • Proficient use of Microsoft 365 systems • Evidence of ability to rapidly develop effective use of external online platforms 	
Experience	<ul style="list-style-type: none"> • Handling sensitive and confidential information with discretion and diplomacy • Providing administrative support in a busy office environment • Working with administration procedures and systems • Experience of managing the administration of large events • Front of house and customer service experience • Working in a team 	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of managing staff • Experience of working with and use external online platforms
Aptitude and skills	<ul style="list-style-type: none"> • Excellent communication skills (written and verbal) • High level of accuracy and attention to detail • Excellent organisational skills and time management skills • Excellent IT skills (Office 365) • Excellent attention to detail • The ability to prioritise and work to meet tight deadlines • Ability to engage with a range of stakeholders • Knowledge of relevant statutory policies and safeguarding protocols 	<ul style="list-style-type: none"> • Ability to persuade, influence and negotiate with others • Knowledge of school policies, codes of practice and legislation • Experience of managing programmes and events • Knowledge of school/business finance systems and operations •

Personal qualities	<ul style="list-style-type: none"> • Work well as part of a team as well as working on own initiative • Adaptable and flexible approach to work • Ability to independently travel to and from all Academies within the Trust • Committed to the principles of equality and diversity • Understanding of safeguarding and its importance within an educational setting 	
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.