



**North East
Learning Trust**

**Primary Director Pedagogy and Practice
NELT Institute**

Primary Director Pedagogy and Practice

Required: September 2022

Salary: L4 £44,218 – L8 £48,808

Location:

This post will require you to work at any school within the Trust as well as schools external to the Trust. It will also require some time at the NELT Institute base within Shotton Hall.

About the NELT Institute

We are at an exciting point in our development. Over recent years, the range and quantity of support that we provide to other schools has grown and diversified. We have just been appointed a Teaching School Hub, meaning that we will be responsible for critical aspects of teacher development across our region. We are now bringing together all of our external offers into The NELT Institute to optimise both our internal operations and how we meet local schools' needs.

At the North East Learning Trust, our vision is simple and shared by all staff – that every child experiences excellence every day. This culture permeates everything we do and everyone's role. The purpose of the NELT Institute is to extend our vision for excellence beyond our schools' gates.

Deadline:

Closing date: Monday 28th March at 12.00 noon
Interviews taking place week commencing 4th April 2022

How to apply:

Application packs can be downloaded from NELT website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Debra.Livingston@NELT.co.uk or by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham. SR8 1AU. Please do not submit a CV unless it is to complement your application form.

Job description

Post title:	Primary Director of Pedagogy and Practice
Responsible to:	Deputy CEO (Primary), Executive Headteacher (Primary) and NELT Institute Directors
Responsible for:	Strategic Development of Pedagogy and Practice
Salary Band:	Leadership scale L4 – L8

Job Purpose:

To work with the Executive Team, the NELT Institute Team and the Primary Heads of School in the development of the Primary schools within NELT. To provide external support to schools/other institutions within the wider Teaching School Hub alliance as required and to support, develop and promote the external Primary offer.

To ensure Trust primary schools use the best available research evidence, and colleagues across the schools collaborate effectively and efficiently to ensure every child experiences excellence everyday

Our ideal candidate will be analytical, well-organised and committed to ensuring our work is of the highest standard. You will have led projects. You will know how to manage risk and be confident adapting to changing situations. You will be comfortable with autonomy and know when to bring in colleagues for support.

Duties and Responsibilities:

As the Primary Director of Pedagogy and Practice you will undoubtedly need to be highly flexible and adaptable to the varying situations of the primary schools both within and outside of the Trust.

The role will require:

- Strategic development of the role of the NELT Institute within the Trust primary phase. This will include ensuring that all Trust primary schools use the best available research evidence and that we are maximising the expertise and opportunity the Research School offers.
- Deliver excellent professional learning, informed by the best available evidence, that maximises the learning experience of our pupils.
- A teaching commitment at primary phase.
- Development of a well-structured primary focused CPD offer across the Trust that sits alongside the ECF and NPQs to ensure a seamless offer to all staff, and a pipeline of future leaders in all areas.

- Overseeing the Trust level induction of all ECTs within the Primary phase.
- Develop a profound understanding of the context, capabilities and capacity of the Trust's schools, so that the work of the NELT Institute meets the needs of the schools and where they are at in their development.
- Contextualise research evidence within the work of the Trusts schools.
- Develop purposeful relationships, rooted in trust, with colleagues across the Trust's primary schools, and the wider networks of the NELT Institute.
- Contribute to the design of professional development opportunities that respond to local needs, the wider local offer, capitalising on our key strengths.
- Provide sustained, purposeful follow-on support to colleagues or teams to maximise impact, this includes supporting diagnostic processes, developing implementation plans and providing constructive challenge and support.
- Ensure end-to-end delivery of projects, from initial needs analysis and planning through to delivery and evaluation.
- Create content to be shared through our social media, websites and newsletters that is evidence-informed and models effective practice, including creating case studies.
- To belong to the Trust 'due diligence' team, supporting the addition of new schools within the Trust Primary Phase.
- To work with HR to assist in the development of a programme of professional development for non-teachers and support staff within schools. In particular, those with pupil facing roles.
- Take a strategic overview of all Primary Teacher Trainees within the Trust, identifying high quality candidates and contributing to developments as required. Ensuring the development of trainees results in them being 'school ready' from the very first day of employment.
- Work with the Executive Team in developing networks for the development of the primary trust sector of NELT.

General

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

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Professional qualification at degree level or equivalent QTS An inspirational educational leader with a personal and professional commitment to system side improvement Ability to articulate the vision and translate consistently Knowledge of school systems 	
Experience	<ul style="list-style-type: none"> Successful experiences as a leader or manager in education Proven experience of project management and associated organisation and prioritisation skills The ability to implement change management effectively and efficiently Line management experience Successful involvement in performance processes and data analysis to impact on development and change 	
Aptitude and skills	<ul style="list-style-type: none"> Exemplary classroom practitioner Excellent organisational and planning skills Excellent interpersonal and communication skills, both oral and problem solving Excellent networking skills and integrity to form partnerships with a range of stakeholders Extensive skills in coaching and mentoring, motivation, negotiating and influencing others Effective presentation skills 	

Knowledge and understanding	<ul style="list-style-type: none"> • Excellent research and development skills • Knowledge of current educational developments and trends, including the Ofsted framework • Deep knowledge of local, regional and national developments in teaching and learning 	
Working arrangements	<ul style="list-style-type: none"> • Able to transport yourself to meetings and schools locally • Able to travel to meetings regionally and nationally, 	

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 check is 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.