

The Education People

Early Career Teacher Induction Manager

July 2021

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| Service: | Professional Development |
| Salary: | TEP 12 |
| Reporting to: | Head of Professional Development |

Purpose of Role:

Lead the induction and development of Early Career Teachers (ECT) to have a positive impact on pupil outcomes and transform children's achievement and well-being whilst being the strategic lead for the ECT induction team.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

1. Lead the ECT induction team and provide professional advice to ensure quality induction and support for schools.
2. Liaise with the school improvement teams to ensure good communication with schools.
3. Quality assure all aspects of ECT Induction within TEP and annually in a proportion of primary and secondary schools.
4. Undertake all aspects of ECT induction and support as required including answering queries, attending appeal hearings if necessary and keeping up to date with any statutory changes.
5. Develop and deliver training programmes as required in order that mentors and tutors are fully aware of their roles. Ensure that there are resources to support schools and ECTs.
6. Develop the ECT Induction Service to attract schools outside of Kent and engage with Head Teachers to see where improvements could be made in the service.
7. Take action where there is cause for concern providing the appropriate support and advice.
8. Manage the budget for ECT Induction and report monthly to the Head of Professional Development and company Executive Committee.
9. Deliver the Early Career Framework effectively working with relevant partners and coordinating facilitators.
10. To act as the representative for Kent on the London and southern coordinators Group.

Annex B: Person Specification

| | MINIMUM |
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| QUALIFICATIONS <i>(if essential)</i> | Qualified Teacher Status |
| EXPERIENCE | <ul style="list-style-type: none"> • Minimum 5 years teaching experience. • Knowledge of the induction process • Demonstrate successful experience of mentoring and managing ECTs in school. • Has led and managed teams effectively. • Supported teachers to improve their practice through a robust action plan. • Delivered training to teachers and headteachers. • Has provided outreach support for teachers in different schools. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Ability to operate successfully within a team to improve outcomes. • Evidence of high-level oral, written and presentation skills to enable the post holder to communicate effectively with a range of staff, managers and other stakeholders at all levels. • Ability to lead and develop the professional development of the workforce through the use of coaching and mentoring. |
| KNOWLEDGE | <ul style="list-style-type: none"> • Good knowledge of key legislation and national policy that relates to education, governance and employment law. • Relevant knowledge of equalities legislation which will enable the post holder to provide accurate advice and challenge. • Sound knowledge of the Early Career Teacher framework |
| BEHAVIOURS | <ul style="list-style-type: none"> • A flexible approach • Effective team player • Ability to use own initiative. • Honest and open • Take responsibility. |

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.