**Head of Educational Development (interim)**

**Responsible to:** Chief Executive

**Hours:** Up to four days per week – for six months.

**Location:** Based in London office with extensive travel and opportunity for flexible working

**Salary:** up to £50,000

**Responsible for**: Operational & Quality assurance of all Educational Delivery

Community Literacy Labs

School Literacy Labs

Reader Leader Peer to peer support programme

External income generating training and consultancy

Internal continuing professional development programme

Expert and volunteer led interventions

Development of new products and services as required

Community engagement

**Internal Stakeholders:**

Leadership team

CLC staff

Volunteer team

Board of Trustees

Education Advisory Committee

**External Stakeholders:**

Head Teachers

Inclusion Managers/ SENCo’s

Policy makers – national & local government

Local Authority education delivery

Potential partner agencies

Voluntary and Statutory agencies

Community Leads

Funders

**Job Objective:**

1. To develop the profile of the organisation since our relaunch, to become a national organisation in delivering children’s literacy interventions. This will be supported by building and establishing our external reputation amongst stakeholders.
2. Drive our strategy for more places for more children through our portfolio of products & services which innovates and adopts a whole-child approach to combating literacy problems.
3. Ensure that our portfolio of products and services are up to date, relevant and impactful
4. To develop points of view around key issues that will differentiate the organisation from its peers.
5. To develop strategic partnerships within and beyond the educational field
6. To maintain and foster our current partnerships
7. To work alongside staff team to ensure that innovation filters into existing operations
8. To be the voice of the organisation to external audiences on educational impact, approach and quality, through external engagement opportunities OR Contribute to the voice and external messaging of the organisation in order to secure external engagement in the educational field

**Main Duties**

1. **Product/Service Development** 
   1. Oversee the growth and national roll out of a portfolio of educational resources and services
   2. Support the business planning to establish new and develop existing services
   3. Oversee & support our external training packages to generate income and grow the organisation profile, reach and impact
2. **Quality Assurance**
   1. To drive our quality assurance standards for all delivery products & services, in schools and beyond, ensuring maximum impact ensuring that all our services are delivered to the highest quality
   2. To ensure continuous improvement in all services through appropriate monitoring
   3. To develop an evidence-base to demonstrate social value and impact of all our educational delivery
3. **Partnership Development** 
   1. To influence national and local policies and delivery models based on our impact policy in partnership with the CEO
   2. Represent the organisation with appropriate strategic educational bodies and advisory groups
   3. To pursue reciprocal partnerships - policy and delivery
   4. To maintain a strong working knowledge of policy developments within education, particularly primary SEND and literacy.
4. **Peer Management and Supervision** 
   1. Alongside CEO, trustees and the education advisory committee play an active role in determining the overall strategic direction
   2. Through line management of key members of staff work alongside operational teams to ensure the highest levels of competence in the Education Team.
   3. To oversee the standard of internal training provided to teaching staff, ensuring external best practice informs internal training standards.
5. **External Engagement** 
   1. To build school, community and education partnerships and to coordinate, profile raising of our education services
   2. To raise the profile in the field of literacy and seek opportunities to champion the work.
   3. Seek out opportunities to participate in conference speaking
6. **Other**
   1. Any other duties as may reasonably be required by the CEO
   2. Planning, organisation and delivery of lively and informative termly team meetings for all staff
   3. Contributing to the management of a growing organisation
   4. Taking responsibility for the organisation in the absence of the CEO

**Person Specification**

**Education Development Director**

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in the role.

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| **Essential** |  |
| **Education / Qualifications** | * 10+ years’ experience in working in an education setting, or within the education sector * Bachelor Degree in Education or equivalent * Post graduate experience |
| **Experience** | * Significant leadership experience (leadership scale min 2 years) within a school/education setting with evidence of significant previous responsibility for whole school areas * Literacy specialist knowledge * SEND experience / specialist knowledge * SpLD qualification/experience |
| **Personal qualities/attributes** | * Entrepreneurial outlook * Team player who relishes a challenge * Commitment to the aims and objectives of the organisation * Ability to see strategic perspective but deliver on the ground. * Strong personal authority and gravitas * Enthusiastic and flexible approach |
| **Skills** | * Strong planning and organisational skills * Excellent business planning and resource management * Good financial acumen * Excellent interpersonal and communication skills * Strong up to date knowledge of the literacy curriculum, literacy interventions and wider educational environment |
| **Desirable** |  |
|  | * Qualified Teacher Status (2:2 or above) * Significant experience of involvement at strategic and local level * Demonstrable experience of developing new initiatives within a school /educational context * Experience of developing and maintaining strong strategic partnerships |
|  | * Experience of working with Senior Management at a strategic education level across multiple schools (e.g. local authority, Multi Academy Trust, or other organisation to support school improvement) * Recent school experience |

**References**

Two references and an Enhanced Disclosure will be taken up following a successful interview.

**Equal Opportunities**

The organisation recruits staff and volunteers on the basis of their skills, experience, temperament and ability without regard to race, nationality, gender, age, sexuality, disability or religion.

**Terms and Conditions**

**Hours: Standard 9 – 5**

**Normal Office hours:**

Occasional weekend and evening working will be required from time to time, but with appropriate time off in lieu

**Pension:** contributes to an employee stakeholder pension scheme under a group personal pension plan. We will match employee contributions up to 3% of gross salary.

**Holidays:** 30 days pro rata plus bank holidays

Fullterms and conditions are set out in the Staff Handbook and available upon request.