



Exchange Teaching Hub

inspiring professional learning

Barnsley | Doncaster | Selby | Wakefield

Early Career Framework Facilitator job description and person specification

October 2023

Job Title: Early Career Framework Facilitator	Contract: Two years (minimum)
Payment to school to backfill time spent on the programme: £400 per day/ or equivalent	Time commitment: Year 1 – 4.5 days for ECTs and 1 days for mentors Year 2 – 2 days for ECTs and 1 day for mentors

Overall Purpose of Role:

- To act as facilitator of the Early Career Framework national roll-out for Exchange Teaching Hub.
- To ensure the high quality and fidelity of UCL Early Career Framework programme materials through expert delivery, quality assurance and support for other facilitators.
- To ensure high quality outcomes for all participants.
- To act as an ambassador for the teaching school hubs.

Main Responsibilities:

- Act as facilitator for the Early Career Framework, including facilitation and face to face sessions.
- Liaise closely with Barnsley and Doncaster / Selby and Wakefield TSH to support the effective delivery of the programme.
- Develop and maintain positive relationships with participants to ensure maximum participation and successful completion of the programme.
- Be fully prepared for the sessions being delivered, arriving promptly, managing the time and ensuring a high-quality learning experience for all participants.
- Adaption of materials to ensure the best possible outcomes for your participants in relation to contextual factors and their individual needs.
- Working collaboratively with a co-facilitator where required.
- Offer and receive developmental feedback on facilitation skills, style and effectiveness.
- Participate in TSH facilitator induction, development and training opportunities with other facilitators across the hub area.
- Monitor engagement and attendance and ensure accurate records are disseminated to the TSH.
- Provide formal feedback of session materials to enhance future content and delivery.
- Act as an advocate for the TSH and the programmes on offer



General:

- You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
- You will participate in training and other learning activities and performance development as required.
- You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
- You will ensure strict confidentiality in all areas of work.
- You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
- You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
- You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
- You will always comply with the Trust's policies and procedures.
- You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- Degree-level qualification and Qualified Teacher Status or equivalent (A/C)
- An excellent classroom practitioner (A/I/R)
- Experienced in working as a mentor and coach (A/I/R)
- Secured a commitment from their school leadership team to support them in undertaking this role and to give the time required to do this effectively, and undertake further training and development appropriate to the role (A/R)
- Experience of training and leading the development of teachers successfully (A/I/R)
- Have experience of face-to-face and online facilitation of professional learning (A/I)

Desirable

- Have a good understanding of the Early Career Framework – its contents and purpose (A/I)
- Knowledge and application of the DfE Standard for teachers' professional development (A/I)
- An ability to employ a variety of facilitation techniques, adapting the approach in accordance with the needs of the group and to ensure maximum engagement (A/I)
- Knowledge and understanding of the current education sector and the challenges faced by teachers and school leaders at all levels, and in your local context with a focus on improving pupil outcomes (A/I)
- Experience of working outside own schools and/or in partnership with other schools (A/I/R)
- Knowledge of key research and evidence in pedagogy and leadership (A/I)
- Experience in facilitation of blended learning in a range of professional development contexts (A/I/R)
- Evidence of training and relevant qualifications in educational and school leadership and management (A/C)
- Excellent communication and IT skills, including video conferencing software (A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Be punctual and reliable, including the ability to work flexibly and to meet deadlines.
- Ability to secure trusting and supportive relationships with participants and the teaching school hubs' team.
- Able to deconstruct learning – the ability to help the group make sense of the learning process at a meta-level.
- Commitment to high standards of teaching and educational excellence.
- Commitment to equality of opportunity and inclusion.
- Ability to work efficiently and maintain high professional standards.
- Commitment to professional development, including the giving and receiving of feedback, and attendance at the Teaching School Hub Facilitator Development Programme

Contacts and Relationships:

In- school – in regular contact with early career teachers and mentors on the programme

External – in regular contact with members of staff at the Teaching School Hub and UCL

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check and barred list check.

