

Now Teach: School Partnership Manager

Reports to: Programme Director

Start Date: 01 February 2019

Location: London

Salary: £30k depending on experience and qualifications (+11% employer pension contribution)

About Now Teach:

Now Teach brings experienced professionals into teaching.

Lives and careers are lasting longer. Now Teach is the only organisation that helps people change profession and redeploy their talent and experience in the classroom. It supports them through their careers to ensure they stay in education. Now Teach's aim is to address the crisis of recruitment and retention in the teaching profession, to ensure the students who need it most get the best education possible.

In doing so, Now Teach aims to draw on the experience its teachers have from successful careers in industry and the public sector to inform the future direction of our education system and the teaching profession.

Role Overview:

Schools are critical stakeholder for Now Teach. They partner with us to find, place and support Now Teachers'. Our growth strategy relies on strong school relationships where we understand and respond to the needs of schools. This role will work with key members of the programme and recruitment functions to develop and deliver our school relationship strategy, ensuring we develop and maintain robust partnerships.

Role Description:

Schools are one of our primary customers. As an organisation we need to successfully market our participants and programmes to schools, build relationships with them to ensure we are effectively meeting their needs and ensure we place trainees and teachers in the most appropriate school for them. We need to have clarity on our offer to schools and ensure they understand the needs of our teachers and support them to retain our teachers.

Your responsibilities will include:

- Planning our school recruitment and relationship management activity working closely with our head of recruitment and programme director
- Be the face of Now Teach in schools and ensure that our messages filter through schools to all the people that need to understand them
- Visiting schools to explain our programme(s) and supporting them to understand the implications in order to secure placements annually across London & Hastings, the West Midlands and East Anglia
- Support schools to understand and engage in the recruitment process so that it's efficient and smooth for both candidates and schools
- Using school visits to assess the efficacy of school placements and sharing this information through appropriate channels to inform participant matching

- Working closely with programme managers in all local areas to ensure effective communication and information sharing to manage school relationships
- Inputting into the design of collateral for schools
- Supporting information evenings for candidates and headteachers
- Developing and implementing a seamless transition from recruitment allocation to area placement
- Providing coherent customer voice for the work of the charity as a whole through close collaboration with schools colleagues across Now Teach
- Overseeing the implementation and annual review of all processes, systems, documentation and tools required for colleagues to deliver against objectives relating to schools

Person Specification:

The ideal candidate will have:

- Experience of designing and implementing high quality delivery processes across wide and dispersed teams
- Experience of leading programme delivery and/or cohering multiple complex projects including the management of high quality documentation, guidance and training to ensure effective delivery
- The ability to lead and support individuals and teams to high quality outcomes
- Strong engagement skills and an ability to influence senior colleagues
- Strong IT skills including experience of using salesforce (or similar) to manage business processes
- Experience of leading successful, fast-paced events
- Experience and understanding of schools or other similar customer groups
- Experience of programmes which provide training as part of Initial Teacher Training and/or leadership development of teachers

To Apply:

Please send a CV and cover letter to recruitment@nowteach.org.uk.

Closing date for applications: Monday 4th February

Please note interviews will be conducted on a rolling basis, so early application is encouraged.

Working arrangements:

Full time role, flexible work patterns considered

Safe Recruitment Procedure:

Now Teach and Ark are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process and all successful candidates will be subject to an enhanced Disclosure and Barring Service check

Shortlisting:

Only those candidates meeting the right criteria will be taken forward from application. We regret that we cannot respond individually to unsuccessful candidates so if you have not heard from us within four weeks of the closing date, please assume that your application has not been successful.

Interview:

Shortlisted candidates will be subject to an interview in Central London.

Reference checking:

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation:

All new staff will be subject to a probation period of 6 months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.