



Haringey Education Partnership (HEP) is a not-for-profit, schools-led school improvement company established by Haringey and Enfield schools in partnership with Haringey Council from September 2018. We exist to improve outcomes for children and young people through delivering the best school improvement available anywhere in the country. We support all types and phases of schools in Haringey and Enfield who want to work with us and our family of 120 schools.

Our vision is to inspire our schools so every child and young person is able to thrive in a rapidly changing world. Our mission is to raise outcomes for all in HEP schools so achievement is as good as, or better than, anywhere in the country.

Project Manager - for teacher development programmes

Overview of role:

HEP is becoming a Delivery Partner for University College London (UCL) and this project manager role will support the effective development and delivery of the Early Career Framework (ECF) to teachers at the start of their careers and the National Professional Qualifications (NPQ) programmes to aspiring and existing middle and senior leaders in education, in association with UCL. This offer will be a key component of HEP's comprehensive programme for teacher and leadership development. The role will also support the Appropriate Body role that HEP will play and will be the effective interface between schools, HEP and UCL.

Reporting to:

Lead for Teacher Development, Leadership and Governance

Key responsibilities:

- Contribute to the development of the HEP offer to schools and the strategic leadership of the ECF and NPQ programmes
- Lead on communications to schools and facilitators, ensuring contact is targeted, timely and in line with branding guidelines
- Maintain accurate records and report to UCL, in line with their requirements, and attend the ULC Operations Group meetings as a representative of HEP
- Be the key point of contact for queries from stakeholders
- Establish and maintain the TeachHEP website, liaising with our website development team as required
- Liaise with the HEP finance team and support them with relevant and timely data, and support with financial benchmarking
- Collate reports and gather intelligence on the impact of the programme
- Develop partnerships with other providers
- Support event management
- Complete adhoc duties as required; zooms, organising training etc.

Key contacts and relationships – internal

CEO, Deputy CEO, Lead for Teacher Development, Leadership and Governance (Delivery Partner Lead), ECT Lead, QA Led, facilitators, Head of Finance.

Key contacts and relationships – external

Headteachers, Induction tutors, Mentors, Teachers, UCL programme manager, UCL professional services.

Level of decision making

Managing own work priorities under the direction of line manager

Qualifications/Skills/Experience

Essential:

- Degree or equivalent
- Confidence in developing new programmes for the organisation
- Awareness of, and interest in, contemporary educational issues and an understanding of HEP's mission
- Strong project management and organisational skills
- Strong interpersonal and communication skills
- Confidence in expressing ideas
- Ability to work both independent and as a member of a team
- Strong IT skills, including Zoom and MS Office.

Personal Qualities

You will:

- Have an interest in keeping up to date on initiatives across the educational landscape
- Have a proactive and self-motivated approach to work
- Be highly organised
- Have the ability to work flexibly and creatively beyond your own areas of expertise and work with the highest levels of confidentiality
- Have a strong commitment to improving the life chances for children and young people and a strong commitment to safeguarding children

This job description and person specification will be regularly reviewed and updated to meet the changing needs of the organisation. The job holder will be expected to undertake any other duties that are considered reasonable and within the job holder's level of capability.

This role is subject to an enhanced DBS clearance.

In line with KCSIE 2023 and safer recruitment practices, HEP will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work within education and with children.

Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.