

## JOB DESCRIPTION AND PERSON SPECIFICATION

<p><b>Job Title:</b> Hub Facilitator for National Professional Qualification for Leading Literacy Lead Providers:</p> <ul style="list-style-type: none"> <li>• <a href="#">University College London (UCL)</a></li> </ul>	<p><b>Contract:</b> One round of programme delivery – 12 months</p>
<p><b>Payment to school/trust/organisation:</b></p> <p>Hourly rate paid at L15 + 25% planning and preparation time.</p>	<p><b>Time commitment:</b></p> <p>Time commitment is up to 7 days across the programme including:</p> <ul style="list-style-type: none"> <li>• Compulsory attendance at shared planning meetings with a co-facilitator, facilitator on the opposite phase, or member of the Hub central team prior to each session to interrogate and contextualise the materials to your participants’ needs.</li> <li>• 5 days or equivalent programme delivery* (including any individual planning time), involving: <ul style="list-style-type: none"> <li>- UCL: 4 x 3-hour face to face sessions; 1 x 5-hour face to face session.</li> </ul> </li> <li>• NPQ welcome event attendance (unpaid)</li> <li>• ½ day of compulsory training (remote) from one of our NPQ lead providers: UCL or BPN (unpaid)</li> <li>• Up to 2 days of Hub facilitator development including: <ul style="list-style-type: none"> <li>○ 0.5-day face-to-face Planning, Induction and Accreditation session following application (unpaid).</li> <li>○ Facilitator development sessions (2 x 90-min remote; 1 x 0.5-day face-to-face) paid at agreed hourly rate.</li> </ul> </li> </ul> <p><i>*Full programme details have yet to be published, therefore the current delivery model is subject to change.</i></p>

### Overall Purpose of Role:

- To act as Hub facilitator for the National Professional Qualification: Leading Literacy for Exchange Teaching Hub.
- To ensure the high quality and fidelity to UCL or BPN NPQ programme materials through expert delivery, quality assurance and support for other Hub facilitators.
- To ensure high quality outcomes for all participants.
- To act as an ambassador for Exchange Teaching Hub.

### Main Responsibilities:

- Act as Hub facilitator for NPQLL, including online facilitation and face-to-face sessions.
- Attendance at compulsory shared planning with a co-facilitator or facilitator on the same programme to interrogate and contextualise the materials (one prior to each session).
- Adapt and deliver training materials to meet the needs of participants and their context.
- Liaise closely with other programme facilitators and the Hub central team to support effective delivery.
- Develop and maintain positive relationships with participants to ensure maximum participation and completion of programmes.
- Be fully prepared for the sessions, planning carefully, arriving promptly, managing the time, and ensuring a high-quality learning experience for all participants.
- Be prepared to stand in for other Hub facilitators in the event of unplanned absence (additional payments at the specified rate will be paid).
- Work collaboratively with a co-facilitator.
- Offer and receive developmental feedback on facilitation knowledge, skills and competencies as featured in the Facilitator Competency Framework.
- Feedback on and input into programme design and resources.
- Complete an online feedback evaluation at the end of each session.
- Work in partnership with the Hub NPQ lead and lead provider in the quality assurance of the programme.
- Act as an advocate for the Hub 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 Hub'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

- At least three years' experience of leading the development of literacy across a school, with a focus on excellent outcomes for students.
- Understand and know how to achieve high standards of literacy across curriculum subjects which leads to positive educational outcomes.
- A commitment from school or trust leadership team and governors to support them in undertaking this role and to give the time required to do this effectively.
- Experience of training and leading teachers / school leaders at the relevant level.
- Knowledge of key research and evidence in literacy and leadership.
- Knowledge and understanding of the current education sector and the challenges faced by school leaders at all levels, and in your local context with a focus on improving and evaluating pupil outcomes.
- 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.
- Has experience of face-to-face and online facilitation of professional development.
- Extensive subject and content knowledge in the specified area, or able to signpost or collaborate with other Hub facilitators.
- Knowledge and application of the DfE Standard for Teachers' Professional Development.

### Desirable

- Knowledge and understanding of the Specialist NPQ frameworks, particularly NPQLL, and their foundation in evidence-based practice.
- Experience of working outside own schools and/or in partnership with other schools.
- Experience in facilitation of blended learning in a range of professional development contexts.
- Evidence of training and relevant qualifications in educational and school leadership and management.
- Excellent communication and IT skills, including video conferencing software.
- Has undertaken an NPQ successfully.

### Behaviours and qualities

- Be punctual and reliable, including the ability to work flexibly and to meet deadlines.
- Commitment to professional development, including the giving and receiving of feedback, and attendance at the Hub professional development sessions for facilitators.
- Demonstrate credibility whilst also acting with authenticity and humility.
- Ability to secure trusting and supportive relationships with NPQ participants and the Hub team.
- High quality, open and reflective communication skills, including explanations, listening, and questioning.
- Ability to listen deeply and with integrity (to hear different viewpoints without judging them).
- Skilled at facilitating groups, using a range of processes to secure full engagement and learning.
- Able to deconstruct learning – the ability to help the group make sense of the learning process at a meta-level.
- Reflection – the ability to reflect alone and with the group on individual and group behaviours, and on insights gained in the process about content, learning and process.
- Commitment to high standards of teaching, school leadership 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.
- Self-aware about own professional bias and sensitive to colleagues' varying contexts, drawing on research evidence as a touchstone.
- Able to analyse, summarise and synthesise discussion.

### **Contacts and Relationships:**

**In-school** – in regular contact with teachers on the programme

**External** – in regular contact with members of staff at the Hub and our lead providers: University College London and Best Practice Network.

### **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.