



Skills Builder

PARTNERSHIP



Education Manager Briefing Pack

Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we've grown our work from a single classroom to working with over 200,000 children and young people in the last year alone. Joining us as an Education Manager means managing a high-performing team to deliver an impact in education, with plenty of opportunities for stretch and progression.

Where it began

Teaching business studies to Year 10 pupils in Hackney a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn't seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, nine years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students' knowledge and understanding of the world was essential. But we also felt that it was not enough.

Where we are going

We are building a movement, the Skills Builder Partnership, which mobilises schools, employers and other skills-building organisations behind a common mission to build essential skills for every student. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, the National Education Union, the Careers & Enterprise Company and seventy other leading organisations.

We are also growing the scope and breadth of our relationships with employers like Heathrow, BP, KPMG and 120 others as we join up education to the world of work.

Who we are looking for

In this role, you will manage a team of Education Associates: high-performing former teachers working to deliver whole-school change by embedding the Skills Builder approach. You will be responsible for hitting ambitious targets and growing the impact of the Partnership in your region.

You will also model best-practice for your team, working directly with school and college leaders and teachers, training and supporting them to implement a programme that ensures that every child and young person builds the essential skills to thrive.

Education Managers have the opportunity to take on other strategic projects and benefit from intensive leadership and management development to realise their full potential as education leaders.

Thanks again for your interest in this role

Tom Ravenscroft, CEO





Education Manager

The Midlands

Are you an outstanding education leader, who wants to transform how schools and colleges build the essential skills of their students?

The Skills Builder Partnership is an award-winning social enterprise. Our mission is to ensure that one day, everyone builds the skills, experiences and aspirations to succeed – beyond just a set of qualifications.

We do this through supporting schools with an award-winning curriculum and support to build their students' essential skills, from 3- to 18-year-olds. We are leading the Skills Builder Partnership, which includes over 500 schools and colleges, 70 skills-building organisations and 130 top employers including hospitals, airports and leading international companies.

We are looking for self-starters with a collaborative, entrepreneurial approach. You will be as comfortable managing a high-performing team to achieve ambitious targets, as working with students and presenting to school and college leaders. Your teamwork and leadership skills alongside a passion for education position you as an emerging leader in the sector.

You will be responsible for the success of our education programmes in the region. We want individuals who will be dedicated to driving impact by building and maintaining a network of schools and partners and supporting them to embed our principles and framework into their institutions.

To build credibility, we are looking for evidence of high-quality teaching practice in a college, primary or secondary school in the UK in any subject specialism. We are also looking for someone with strong evidence of relationship building, including the ability to influence senior leaders. You will be able demonstrate a track record of managing projects or teams to achieve fantastic results.

Both remotely and from our three offices in London, Birmingham and Leeds, we currently work with over 200,000 students in schools across the country. We are in a period of strong growth, with backing from sector leading organisations including the CBI, the National Education Union and the Careers & Enterprise Company.

If you want to be part of an inspiring team, and benefit from opportunities for rapid growth, development and challenge, we want to hear from you.

What it's like working for Skills Builder – quotes from our Team Survey:

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.

What it's like being an Education Manager:

Richard, Education Manager

I joined Skills builder nearly four years ago after working in school improvement and business transformation roles.

As an Education Manager I work with school leaders, employers and skills building organisations to promote and develop the teaching and application of students' skills both within and beyond the classroom.

Managing a great team of professionals across a regional area is a great privilege and provides fantastic opportunities to work with teachers, students and employers alongside opportunities to support and contribute to wider organisational strategy.

Maryam, Social Impact Organisations Manager

I joined the Skills Builder team 7 years ago, after a similar amount of time working in teaching. Working for Skills Builder is fun, dynamic and inspiring, this is made possible by the fantastic team members who are passionate about making a difference. This together with a visionary leadership team, we have made huge progress in a small amount of time and we have some very exciting times ahead of us.

I've been lucky to work in a few different roles, from Education Associate to Education Manager and now managing and supporting our other Skills Building Organisations in the partnership - all of these roles have been underpinned by building and maintaining good relationships, which I really enjoy.



Key Responsibilities

(1) Leadership and management of the regional team

- Providing leadership for the regional team, and the wider organisation as part of the Management Team
- Supporting the recruiting and training of new team members and building a strong office culture
- Using project management tools to manage activities, and managing workload
- Using tools and systems like Salesforce to support operational management and reporting
- Building strong relationships with other regional education teams, SLT and
- Line- and performance- managing effectively, supporting individuals to achieve their objectives

(2) Overseeing regional delivery

- Maximising the impact of our work on students' skill development
- Ensuring that the delivery of our programmes is to the highest possible standards
- Supporting the training of the team, as they are recruited, through modelling, observation and feedback, and supporting reflection

(3) Direct Programme Delivery

- Ensuring consistent high-quality delivery of programmes to schools and colleges
- Liaising with school and college leaders and teachers to support effective programme strategy planning and implementation
- Delivering effective training and support to teachers and others
- Driving consistency using established systems and processes

(4) Relationship Management

- Building excellent relationships with a group of schools, colleges, wider education networks and supporting your team to do the same
- Working with schools and colleges to embed the six principles for effective essential skills development
- Ensuring the continued engagement of schools through re-enrolment, and by selling broader impact programmes
- Developing and maintaining strong partnerships with employer partners, Local Enterprise Partnerships and a growing number of other Skills Building organisations and networks to support the regional growth strategy
- Setting clear partnership objectives and demonstrating the impact of programmes

(5) Regional school and college engagement

- Promoting our programmes to new schools and colleges through a variety of networks and strategies
- Recruiting new schools and colleges to take up our programmes to fulfil our ambitions to reach more students each year
- Supporting us in building up our national profile and communications
- Achieving our school and college engagement goals and income targets for the region
- Playing an active role in the Education Engagement Team to support us to achieve our organisational goals for school and college engagement

Technical Skills and Experience

- You will have experience of successfully managing projects or teams to achieve ambitious goals.
- An experienced and qualified teacher, you will be someone who loves learning and working with children and young people, with a passion for innovative education practice, and always trying to improve your own practice.
- You will have demonstrable experience of developing networks to build and maintain effective relationships.

Essential Skills

To find out more about essential skills and how to build them, visit the [interactive framework](#).



As a senior member of the team, you will need to be reflective and model best practice. You will recognise the strengths and weaknesses of others in your team, and use this to allocate roles accordingly. You will support others through motivating them. You reflect on your own leadership style, building on your strengths, mitigating weaknesses and adapting your approach according to the situation.



This role requires strong collaboration to achieve our strategic objectives. You will influence the team by reflecting on progress, suggesting improvements, evaluating successes and failures as well as sharing lessons. You will support the team by evaluating others' strengths and weaknesses, and supporting them accordingly.



Understanding your team's motivations, as well as what schools and colleges are trying to achieve is vital for this role. You will listen critically and look beyond the way speakers speak or act to objectively evaluate different perspectives.



Education Managers are responsible for managing a team and leveraging change in schools and colleges. You will speak adaptively by changing your content depending on the response of listeners. You will speak influentially by changing the structure of your points, the examples and facts you use, as well as by articulating a compelling vision that persuades listeners.



We need people who are confident at problem-solving, often on the spot, to ensure that we can effectively provide consultancy-style support and deliver innovation projects. You will create solutions for complex problems by generating a range of solutions, evaluating their positive and negative effects. You will analyse complex problems by using logical reasoning.



Managing a team to have an outstanding impact will inevitably lead to set backs which must be overcome with relentless enthusiasm and composure under pressure. You identify risks and gains in opportunities, and make plans to manage them. You will support others to stay positive, by managing your own responses as well as helping others to see opportunities and creating plans to achieve them.



This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will develop long-term strategies, using regular milestones to keep on track.

Benefits

Salary: £38,000-£44,000 subject to review in 12 months

Start Date: 2nd November 2020 or as soon as possible

Working hours: Flexible but ideally 40 hours per week (although due to working with schools across the country, occasional early starts and evening work will be needed)

Holidays: 25 days per year, plus bank holidays

Contract length: Permanent

Location: While we are primarily working remotely at the moment, the role will be based out our Birmingham office and will involve travel, primarily across the region, as well as occasionally to other regions and offices. A driving licence and access to a car is therefore necessary.

How to apply

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to jobs@skillsbuilder.org. This round of applications ends at **9am on Monday 21st September 2020** with interviews taking place on **weeks commencing 21st and 28th September**.

Applicants are encouraged to explore our work at www.skillsbuilder.org before applying.

The Skills Builder Partnership is an equal opportunities employer, and actively encourages applications from all qualified individuals.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. We follow best practice of blind-scoring applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.

