

2021

 OCEANOVA

RECRUITMENT PACK

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FOREWORD FROM OUR CHIEF EXECUTIVE OFFICER
DAVID COBB

Thank you for your interest in Oceanova. I hope the information in this recruitment pack helps you make the right decision for the next phase of your career.

We're a thriving organisation that has grown exponentially, from our roots as a 3-person start-up to our current position as the leading provider of apprenticeships and talent management services to schools.

We are very much a people business. Whilst our technologies are innovative and efficient, we place a higher value on human interactions with our colleagues, customers and clients, building relationships and partnerships that share our values of innovation, collaboration and excellence.

We are always looking for energetic and talented people to join our mission. If you're fired up by the opportunity of delivering genuine and meaningful impact to the life chances of millions of children, then you could discover an incredible career with us.

Here are the pillars of our organisational culture:

Success Redefined	Our people work with a common purpose towards delivering a social mission, understanding that corporate success is achieved through co-operative working and is defined by measures other than financial performance.
Resilient and Agile	We think fast, act fast and fail fast as a tactic to achieve continuous improvement. Our increasingly diversified portfolio of businesses makes us robust and builds new capabilities and capacities to serve our customers.
Positive Social Impact	We promote social responsibility in our people through our mission, strategic intent and principles of social justice and equality of opportunity.
Diverse and Adaptive	We are deliberately diverse in background, culture, thought and experience, believing that diversity is a strength that enables greater adaptivity towards achieving our common goals.
Committed to Wellbeing	We are responsible in creating the conditions for psychological safety, physical wellness and financial security. We promote job satisfaction through a pursuit of greater autonomy, mastery and purpose in all our people.
Inclusive and Growth Focused	We know that talent comes in all shapes and sizes but we are united by a culture of respect and a relentless pursuit of excellence and delivering more and better for our customers and our members.
Growing and Contributing	We are deliberately developmental, supporting colleagues to seek challenge in their work for their personal professional development. We value contribution over internal competition, celebrating every success that brings us closer to our collective goals.
Empowered and Connected	Our people are empowered to think, grow and contribute in different ways to bring their true selves to work. We all feel continuously connected to the mission, outcomes and people of the different parts of the organisation.
Healthy and Engaged	We do our best to show up every day with a positive mentality. We exhibit and promote healthy behaviours towards our colleagues, ourselves and our customers.

We love to meet talented, curious, interesting people with a strong desire to contribute and succeed.

Please do consider our roles for your next career move, we'd love to hear from you.

David Cobb

ABOUT US



We help organisations reach and realise the full potential of their talent. We are thought-leaders, disrupters, pirates. Each of our brands takes a leading approach to its element of talent and development.



A successful recruitment business that was established in 2010 and focuses on permanent recruitment and long-term placement of temporary staff in schools.



An online platform of professional development tools and resources used by over 2,000 schools around the world and 15,000 education professionals.



The largest provider of apprenticeship training to schools in the UK, delivering leadership and management programmes at Levels 3, 5 and 7. Over 1000 new learners joined our programmes last year.



The engine room that sits behind the NCE and NCLM. It's a registered apprenticeship training provider and draws down funding for apprenticeships in line with learning delivery.



Our teacher training programme that utilises the apprenticeship levy to fund the training and delivers a PGTA, PGCE with Level 7 credits and a Postgraduate Teacher Apprenticeship.



The future of business schools, we develop programmes for businesses, charities and the public sector that are contextualized and deliver excellence across the board.



Established April

2010

Secured a
new role for



Teachers

Worked with **20%** of UK schools



Launched **300**
careers in teaching

Products used on



6

continents

Introduced

10,000

Graduates to the
teaching
profession



Developed



1,900



18,000

Leaders in-person and online

A Team of Teams

Oceanova is a modern organisational design that has adapted to meet the needs of professionals in the new economy. We have transformed the traditional model of a slow-moving bureaucratic hierarchy into an agile and adaptable network of teams, connected and united by a “shared consciousness”, trust, and decentralised decision-making.





Oceanova is constantly evolving so there is always scope for innovation and ambition to be excellent at whatever we do. It's exciting to be part of a thriving team but it's equally as important that we have a laugh and enjoy what we do.

ALFIE WRIGHT, MARKETING EXECUTIVE



Since starting Oceanova in April 2017 I have been supported immensely in my career development and been given many opportunities that have allowed me to grow as a person and employee. The business has flourished greatly since I have joined and I feel proud to be part of a collaborative company where you are truly valued.

MOLLY HYNES, EXECUTIVE SUPPORT ASSISTANT



I joined Oceanova in September 2020, at the height of the pandemic. The support from my team and my manager has been excellent. The onboarding process was particularly impressive. Since joining, the company have enrolled me on a leadership programme, and I am excited to grow my career here.

SYDNEY PRICE, PARTNERSHIPS MANAGER

INNOVATION

Innovation isn't just what we do, it's who we are. Using design thinking methodology we seek to create service transformation designs that deliver real benefits to organisation and society.

COLLABORATION

We collaborate with clients by designing actionable talent strategies, services and products that develop people and their organisations.

We are proud partners of organisations that share our beliefs, values, principles and ambitions for creating a better world.

EXCELLENCE

Action without thought is impulsiveness, thought without action is procrastination.

Guided by leading thinkers and research, we have a hard-earned reputation for getting the job done. We have a proud track record of operational excellence and delivery at scale. Our principles guide us but our performance defines us.

OUR CUSTOMERS



I thoroughly recommend anyone who is looking to undertake further professional studies to learn and grow with the NCE – you will learn a lot about yourself and the impact you are having on the lives of others.

IRFAN H LATIF, PRINCIPAL
DLD COLLEGE LONDON



EduStaff has helped me a lot in figuring out who I am and what I want to do with my life. It has a huge role to play and they gave me the opportunity that I needed to be able to see what fits best for me.

TAMANNA STEFFAN, TRAINEE TEACHER
BISHOP STOPFORD'S SCHOOL



Another impressive achievement with the relaunch – LM is quite simply the greatest value for money for leadership CPD.

MR A BRENNAN, DEPUTY HEADTEACHER
TRINITY CATHOLIC SCHOOL



THE OPPORTUNITY

Programme Administrator

- Location: Field-based or Stratford, London
- Line Manager: Academic Director/Executive Director
- Direct Reports: None

About Us

We're delighted that you are interested in joining the team at the National College of Education. The NCE is experiencing a period of growth as we continue to challenge the status quo in school leadership development and we are looking to make additions to our existing team.

The National College of Education serves over 1400 current learners, studying leadership programmes at level 3, all the way up to an Executive MBA Level 7 programme, as well as supporting over 500 alumni. We have supported learners through the most challenging context that schools face and have an enviable position within the sector, utilising educational leadership expertise, fused with industry knowledge and apprenticeships, to build exciting and challenging professional development for schools.

We are looking for innovators, professional rule breakers and pirates to join the NCE in offering exceptional customer service to our learners and be an exceptional colleague as part of our team.

Description:

This post supports the Academic and Delivery teams to facilitate the operation of effective administration processes and procedures that underpin its full range of academic and learner-facing activities.

Key Responsibilities

- To oversee learner lists and databases and to keep these up-to-date
- To manage the administration of the Virtual Learning Environments and Learning Platforms and respond to learner queries arising from these.
- To manage the central calendar for all programmes and ensure that relevant parties are working in line with this resource and aware of upcoming timelines
- To send weekly communications to the teams to provide up-to-date information on relevant internal activities, as directed by the Directors of the Academic and Delivery teams
- To support in the administration of Programme Boards as directed by the Head of Programmes including but not limited to note-taking, sending out agendas, collating minutes.
- To provide administrative support for contractor management including liaising with Accounts to ensure timely payment
- Organise the preparation of documents such as schedules for face-to-face delivery and ensure these are in line with formatting and branding guidelines
- Manage Zoom licenses and the administration associated with using Zoom for events

Person Specification

Qualifications:

- GCSEs in Maths and English

Skills, Knowledge & Experience

- Previous experience of working in an administrative role
- Excellent IT skills
- Ability to handle sensitive information in a confidential manner

Personal Characteristics

- Excellent interpersonal skills and effective communication to team members, managers and both internal and external stakeholders
- A commitment to the provision of a high-quality learning experience
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- High degree of initiative, accuracy, efficiency, and rigorous attention to detail
- Strong time management, organisational and administrative skills
- Ability to work under pressure and meeting competing deadlines
- Solution focused and objective in approach

We are committed to equality of opportunity for all. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

WHAT NEXT?

Application process

Please send your CV to: nick.heard@nationaleducation.college

Interviews will take place on: TBC

Additional Info

Should you be invited to meet us for an interview, please let us know if you require any reasonable adjustments by emailing our Head of HR, Mandy on mandy.howarth@oceanova.com.

Currently interviews are held via Microsoft Teams which we will provide the link to, please ensure you have a good internet connection. If you will not have access to Microsoft Teams, please let us know so we can find an alternative method to meet you.

What we offer

- 25 days annual leave in addition to the public/bank holidays. You will be entitled to an additional day's annual leave for each completed year of service up to a maximum of five additional days after five years continuous service
- Private Medical Insurance on completion of probation
- Employee Assistance Programme from commencement of employment
- Learning and Development opportunities and a clear career path

THANK YOU

For considering Oceanova as your next step