



National Professional Qualification Facilitator Role Description

Saffron Teaching School Hub is responsible for recruiting high quality facilitators to run their NPQ programme. Facilitators are responsible for delivering a consistent and high-quality leadership development experience for every participant.

NPQ Facilitators receive training from our Lead Providers as well as support from our in-house NPQ team. Facilitators deliver the content for the NPQ Programmes via online seminars and at face-to-face conferences.

ABILITIES, SKILLS AND KNOWLEDGE

- Knowledge of the NPQ Frameworks up to and including the level at which you are facilitating.
- Knowledge and understanding of the current education sector and the challenges faced by school leaders at all levels.
- An ability to employ a variety of facilitation techniques, adapting the approach in accordance with the needs of the group.
- An excellent and successful leader, senior leader, headteacher, executive headteacher or CEO with a good understanding of the latest evidence-based research into one or more of the following: effective pedagogical practices, effective behaviour management and leadership, effective teacher development or effective school leadership.
- Confident planning, sequencing, leading and delivering CPD across the school, including to experienced teachers and/or senior leaders and/or headteachers.
- Ideally, specialist expertise in specific domains, such as pupil wellbeing, mental health, attendance, specific behavioural needs, mentoring and/or coaching, curriculum, behaviour, finance or governance.
- A strong communicator capable of mediating between different stakeholders.
- Organised and capable of effectively managing seminars, including competent use of Microsoft Teams/Zoom.

EXPERIENCE

- Experience of school leadership and/or sustainable school improvement.
- Experience of school leadership training.
- Experience working in or with highly successful leadership teams, demonstrating, for example, growth, stabilisation, turnaround, and/or improvement.
- Ideally, at least 3 years doing the role(s) for which the qualification is designed - e.g. to facilitate on the NPQSL we would be looking for at least 3 years' experience as a senior leader.
- Ideally, at least 2 years' experience of training school leaders at the relevant level for the NPQ qualification, e.g. to facilitate on the NPQH we would be looking for at least 2 years' experience of training (and/or supporting) headteachers.
- Ideally, experience of in-person, virtual and asynchronous facilitation.



PERSONAL QUALITIES

- Ability to work flexibly and to deadlines.
- Warm and supportive relationship-building skills.
- High quality, open and reflective communication skills, including explanations, listening, giving and receiving feedback, facilitating teams, facilitating discussions.
- A commitment to continually extend and develop own facilitation skills.
- A commitment to a leadership focus that is people-centred, trying to create the conditions in which all colleagues can give their best and continually grow.
- Commitment to high standards of school leadership and educational excellence.
- Commitment to equality of opportunity and inclusion.

COMMITMENT

Each programme varies in length from 12 months for a specialist NPQ and 18 months for a Leadership NPQ. The commitment level is therefore varied.

- Specialist NPQs - 1 F2F induction session for an hour - mainly led by Saffron Teaching School Hub, 9 online one-hour seminars and two full day F2F conferences = 22 hours in total.
- Leadership NPQs - 1 F2F induction session for an hour - mainly led by Saffron Teaching School Hub, 11 online one-hour seminars and two full day F2F conferences = 24 hours in total.

All materials are planned for you and therefore preparation is limited and is likely to be around logistics. You may wish to read the PPT notes created for you.

There is an optional recording of a walkthrough of each session created by Teach First in SharePoint next to the curriculum materials. Most facilitators do not need to watch these.

We would like to have two short meetings with our facilitator teams at two key points to reflect on QA and get your feedback. No preparation is needed for this.

Please email Erica Carver on ECarver@saffron.academy if you are interested, stating the NPQ programme you are interested in facilitating.

YOUR DATA

We are collecting this data to enable us to plan the delivery of the NPQ Programme. By submitting your online application form, you are agreeing to us using this information to assess your suitability to deliver online and face to face training sessions for the Saffron Teaching School Hub NPQ Programme.