

Saffron Facilitator – Role Description



Saffron Teaching School Hub recruits **high-quality facilitators** to deliver our **Early Career Teacher (ECTP)** and **National Professional Qualifications (NPQ)** programmes. Facilitators ensure a **consistent, high-quality leadership development** experience for all participants.

They receive training from our **Lead Provider**, and ongoing support from **in-house Programme Leaders**. Delivery takes place through **online seminars** and **in-person conferences**.

Abilities, Skills and Knowledge

- **Strong knowledge** of the **ECTP and/or NPQ frameworks**, up to the level of facilitation.
- Clear understanding of the **education sector** and the **challenges faced by school leaders**.
- Ability to use **varied facilitation techniques**, adapting to **delivery mode** and **group needs**.
- Experienced **teacher or leader** (e.g. headteacher, executive head, CEO) with awareness of **evidence-based research**.
- Proven experience in **planning and delivering CPD**, including for **senior leaders** and **headteachers**.
- Ideally, **specialist expertise** in areas such as **wellbeing, mental health, attendance, SEND, mentoring, curriculum, behaviour, finance, or governance**.
- **Strong communicator** with the ability to **mediate between stakeholders**.
- Highly **organised**, confident in managing **seminars** and using **online platforms** (e.g. Zoom) and **interactive tools**.

Experience

All Programmes	
<ul style="list-style-type: none">• Ideally, at least 2 - 3 years' experience within the role(s) for which the qualification is designed - e.g.<ul style="list-style-type: none">• ECTP Mentor Programme requires experience and / or qualifications in mentoring• NPQSL requires at least 3 years' experience as a senior leader.• Experience of in-person, virtual and asynchronous facilitation	
ECTP Programmes	NPQ Programmes
<ul style="list-style-type: none">• Understanding of the fundamentals of Instructional Coaching• Excellent classroom practitioner• Ability to break down concepts into small steps appropriate to the audience• Confidence and ability to engage a range of stakeholders	<ul style="list-style-type: none">• Experience of subject or school leadership and/or sustainable school improvement.• Experience working in or with successful leadership teams• Experience delivering subject/ phase or whole school CPD

Personal Qualities

- **Flexible working** and ability to meet **deadlines**.
- Strong **relationship-building** skills that are **warm** and **supportive**.
- High-quality, **open and reflective communication**, including:
 - **Clear explanations**
 - **Active listening**
 - **Giving and receiving feedback**
 - **Facilitating teams** and **discussions**
- Ongoing **commitment to developing facilitation skills**.
- **People-centred leadership** that fosters **growth** and enables colleagues to **perform at their best**.
- Dedication to **high standards** in **school leadership** and **educational excellence**.
- Strong commitment to **equity of opportunity** and **inclusion**.

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Commitment

ECTP Programmes include *Regional* and *Local* conferences for ECTs and Mentors, Online Delivery and subject / phase specific seminars.

In-Person Conferences	Subject/ Phase Development Cycles – Year 2 ECTs	Online Delivery
<ul style="list-style-type: none">○ Full Day○ Half Day	<ul style="list-style-type: none">○ 90-minute online sessions○ 1 per half term	<ul style="list-style-type: none">○ Varies between programmes○ 75-minute Mentor Training○ Full Day Conference delivery

NPQ Programmes range from 12 to 18 months – with a requirement for facilitators for commit to the following:

Specialist NPQs	Leadership NPQs
<ul style="list-style-type: none">○ 1 In-Person Introduction Session○ 2 In Person Conferences○ 9 Online 1-hr Seminars	<ul style="list-style-type: none">○ 1 In-Person Introduction Session○ 2 In Person Conferences○ 11 Online 1-hr Seminars

All programme materials and resources are planned and provided by our Lead Providers and Saffron Teaching School Hub.

Your Data

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

Contact Us

For more information about facilitating programmes for Saffron Teaching School Hub, please email: saffrontsh@saffron.academy.