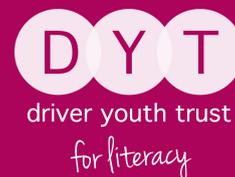


Appointment brief for the role of Director of Programmes



Welcome

Driver Youth Trust (DYT) was founded in 2007 by Sarah and Mark Driver. The Trust was set up to ensure that all children and young people in our country who struggle with literacy get the support they deserve.

In the last ten years, DYT has delivered learning and development to over 15,000 teachers, teaching assistants, school leaders and governors, reaching over 400,000 young people.

Our learning and development offer enhances the knowledge, skills and competency of the schools' workforce to effectively identify and support the needs of learners with literacy difficulties and who may have Special Educational Needs or Disability (SEND). For us, inclusive literacy matters across the curriculum and in every key stage. Inclusive literacy is relational; it must reflect the needs, identities and interests of young people so that they can grow in confidence and avoid the deleterious effects of not being able to read, write, speak or listen effectively.

Following the development of a new strategy (2020-2023), DYT is on a path to achieve its goals, expand its influence and create a distinctive impact on the education system. I hope you will consider joining our team and our journey over the next three years.

For an informal discussion about the role or any aspects of this application pack, please do get in touch.

With best wishes,

Chris Rossiter

CEO

chris.rossiter@driveryouthtrust.com



Introduction

About DYT

There are learners in our schools who consistently underperform in literacy, and therefore ultimately in accessing the curriculum, because of underlying difficulties that seem to not respond to standard educational approaches. Overwhelmingly, these children are in mainstream schools.

We believe that teachers, equipped with the right knowledge and skills, are our greatest asset in overcoming literacy difficulties. Substantial evidence points to the quality of teaching as a critical determinant of outcomes for 'at risk' learners. This is why we continue to place teacher training and partnerships with key stakeholders in education at the heart of our strategy for 2020-2023.

Our vision

We want to be recognised for our distinctive impact in education as the leading organisation that enables teachers to better meet the needs of young people with literacy difficulties. To achieve this, DYT must become sustainable in order to secure our longevity and grow our reputation and influence to become the leading organisation for literacy difficulties.

Our mission

DYT's mission is to help young people who struggle to read and write. We do this by:

- Working in partnership with teachers and other educational professionals to equip them with the knowledge and skills they need to identify and support learners with literacy difficulties.
- Campaigning on behalf of young people, teachers and schools so that they have the resources and support they need to succeed.



Our 2020 - 2023 strategy

Over the past few years, we have focused our resources on extending our reach to teachers through in-school support, initial teacher training and continuous professional development. We continue to expand our offer to teachers, teaching assistants, leaders and governors to increase our reach and impact.

we would like to build on our strong reputation and are ambitious in our plans to meet the needs of children and young people with literacy difficulties. The strategic objectives agreed by the Board are:

- 1** **Every teacher and TA we reach improves their practice for learners with literacy difficulties**
We will create and deliver an education offer that supports teachers and teaching assistants at every stage of their career.
- 2** **Grow our network of education partners**
We will establish new and develop existing partnerships which provide opportunities to help the education system to improve provision for learners with literacy difficulties.
- 3** **Shape national policy**
We will use the power of our voice and expertise to influence the national policy agenda to secure the best possible outcomes for young people with literacy difficulties.
- 4** **Secure sustainability**
We will become a resilient and self-sustaining charity attracting the best talent.
- 5** **Be the leading charity for literacy difficulties**
We want to be known for our expertise, developing new research and turning our knowledge into programmes and campaign to improve the lives of young people with literacy difficulties.

Our strengths

DYT has a clear vision and purpose.

We want to see widespread and systemic change for young people with literacy difficulties. The best way to achieve this is to help teachers and other educational professionals to develop so that every learner can thrive.

DYT are experts.

Multi-disciplinary working and inter-disciplinary respect produce greater benefits than narrow skillsets. Our team have diverse professional and personal backgrounds which add a real depth of insight to our work. Literacy, dyslexia, Special Educational Needs, assessment, psychology, school leadership, programme design and social policy are all brought together so that we can make the change necessary.

We work together.

DYT has long standing positive relationships with individuals and organisations which share our values. National training providers, schools and Trusts, politicians and policymakers all make up our extensive support network so that together we can achieve more.





Our priorities

Programme development

DYT prides itself on working with teachers, schools and Trusts in a collaborative way, with an understanding of the challenges faced by young people with literacy difficulties.

We recognise that the best way to improve the literacy skills of young people is to enhance the knowledge, skills and competence of the school's workforce. In order to support these professional communities, we need to create a high quality and engaging learning and development offer. Demonstrating impact is critical to our success and we need to make sure our participants get an excellent experience and prove that we are making a real difference.

Sustainability

DYT delivers high-quality work but it needs to become more sustainable for its future success.

Going forward we need to continually find new ways of reaching our key audiences, securing new projects and contracts, and increasing our profile as the leading charity for literacy difficulties. Our offer needs to build on a robust business and operating model which uses our resources wisely and for maximum benefit to the Trust and its beneficiaries.



Role description

For full details please see the job description on the following pages.

Reports to:	Chief Executive
Start date:	Flexible for the right candidate
Contract term:	Permanent, full time (35 hours per week). We are open to discussing additional flexibility to a minimum of 0.6 FTE.
Location:	Based at DYT's central office (London, SE1), with some remote working
Salary:	£65,000 and 10% employers pension contribution
Leave:	25 days annual leave (excluding bank holidays)

How to apply

Please send us your CV and personal statement (no more than two sides fo A4) addressing the points in the person specification.

Submissions should be made no later than 5pm on 12th February 2021.

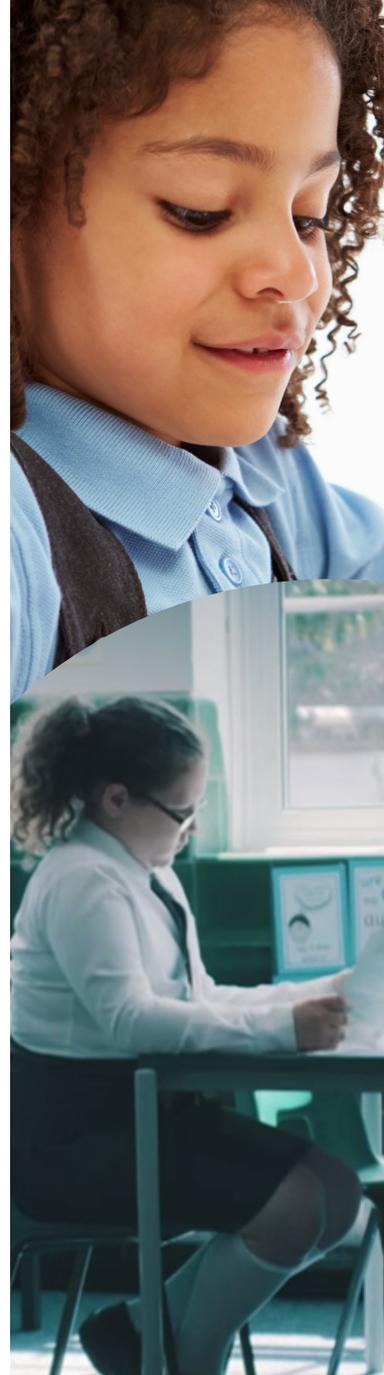
Applications and queries should be addressed to DYT's CEO Chris Rossiter, at chris.rossiter@driveryouthtrust.com.

What is the role?

At the Driver Youth Trust, we recognise the central role teachers play in ensuring that learners with literacy difficulties and SEND receive access to an education and curriculum that is responsive to their individual needs and context. Our ambition outlined in our strategic vision for 2020-23 is to ensure the schools workforce has access to professional development that equips them to ensure that no child is disadvantaged by need or context.

The Director of Programmes will help deliver DYT's strategic vision by ensuring the schools' workforce has a learning and development (L&D) offer that develops their skills, knowledge and competence. This will enable them to deliver high quality teaching and learning and a package of support for learners with literacy difficulties and SEND. You will need to secure new partnerships and contracts to deliver on growth and income generation in order to extend the reach of DYT.

The ideal candidate will have both extensive expertise in leading programme development and the scaling up of operations in order to deliver on growth and business sustainability plans.



The Director of Programmes will need to:

- Lead the growth of learning and development (L&D) activities for teachers, TAs, SENCos, governors and school leaders to ensure young people with literacy difficulties get the support they need
- Ensure high levels of quality, impact and financial sustainability
- Lead our ambitious growth and sustainability plans
- Identify and secure partnership arrangements and contracts that provide additional sources of income, and further DYT's mission and strategic objectives
- Raise the profile of the Trust through positive relationships with partners across the education sector
- Contribute to the strategic leadership and management of the Trust

What are your responsibilities?

Programme development

- Design, develop and implement a successful professional development offer to support the schools' workforce at every stage of their career to ensure that young people with literacy difficulties are identified and have access to an education and curriculum that is responsive and inclusion to their needs
- Lead on the delivery of agreed performance targets for growth and income
- Identify and implement a national accreditation framework to underpin and extend the impact and quality of L&D activities
- Ensure the L&D offer is designed to deliver on participant outcomes, qualify assurance measures and educational impact
- Ensure the quality of delivery
- Procure, design and implement an e-learning LMS solution
- Ensure there is a robust and effective programme management infrastructure that delivers high standards for customer service, programme management, quality and reporting
- Ensure integrated planning and delivery with the Marketing and Communications Manager on shared priorities, e.g. school acquisition, sales, promotion.

Strategic leadership and management

- Be accountable for the overall output of your team, including planning, costs and income generation
- Manage, motivate and develop your disperse team to ensure practices are in line with DYT's expectation for quality and impact
- Act as the Trust's lead on safeguarding and relevant compliance (e.g. GDPR), ensuring that the team are supervised and monitored to ensure appropriate working practices are adhered to, in line with relevant legislation and internal policies
- Build and maintain positive partnerships across the education sector which enhance the reputation and reach of the organisation

- Report and actively contribute to the wider management of the Trust as an active member of the senior management team
- Lead on key projects, including writing project proposal and funding applications in line with organisation capabilities and client requirements
- Effectively manage contracts and the relationships with stakeholders to ensure high-quality contract delivery and impact
- Participate in setting the strategic direction of the Trust and building the necessary structures and processes required
- Act as a representative for DYT and its Trustees with integrity and professionalism
- Provide expertise to the Board of Trustees
- Other duties as directed by the Chief Executive.

What is our context?

DYT is a growing organisation. This means that:

- You will be aligned to our vision and mission
- There will be change
- You will need to prioritise your time because resources will be limited
- You will have to work flexibly - this is not a nine-to-five job, and everyone will need to pitch in.

What will the team look like?

You will be working at the centre of DYT as one of the Trust's senior leaders. This will involve line managing and directing our multidisciplinary team of teachers, both employed and consultants, marketing and communication, and programme operations in the end-to-end development and delivery cycle of the Trust's learning and development offer and delivery.

What will be required of you?

- Occasional travel across England to visit your team in the field and manage relationships with partners
- Some evening and weekend work as required to support and facilitate our programmes
- A commitment to support our growing team to improve individuality as well as across the organisation.

Person specification

Qualifications

- Qualified to degree level
- Postgraduate qualification in education or related field
- Right to work in the UK

Knowledge, skills and experience

Essential

- Be an effective strategic leader of a multidisciplinary team with at least five years of senior leadership experience
- Proven experience of programme development, at scale, in an education or comparable setting
- Understand our core focus area of literacy difficulties and educational disadvantage and the role of school workforces in improving their outcomes
- Proven experience of developing and overseeing the delivery of a high-quality learning and development offer
- Proven experience of business development and growth in a L&D role/environment
- Grow and maintain positive relationships with stakeholders
- Create, monitor and report on complex project plans, contracts & budgets

Desirable

- Substantial expertise in education, literacy and/or Special Educational Needs
- An understanding of the education and school system and the ability to influence senior leaders across the sector
- Have an existing network of contacts across the education sector
- Project management qualification
- Experience of managing marketing and communication business function



Statement of Equality, Diversity and Inclusion

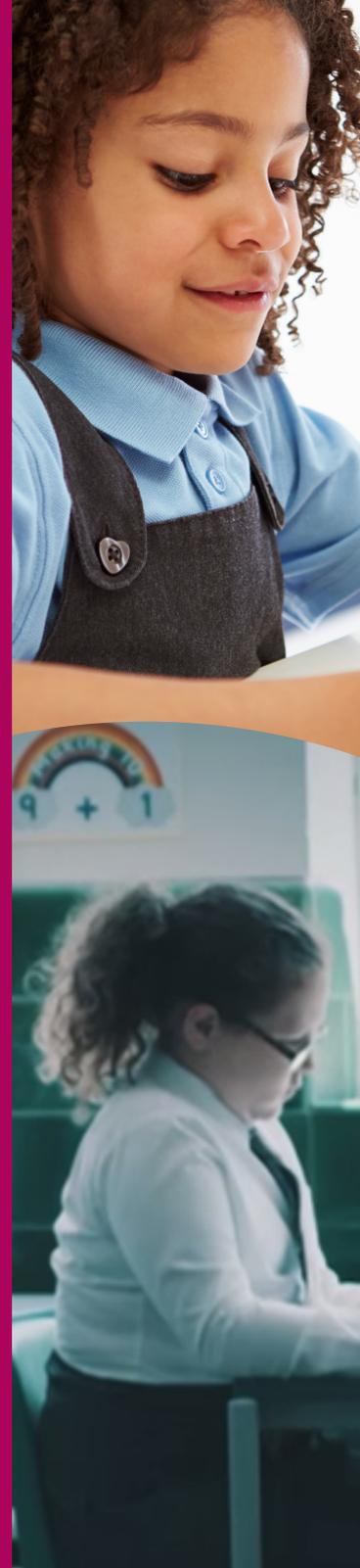
Driver Youth Trust is committed to promoting equality, diversity and inclusion across all of its activities.

We want DYT to be an inclusive place to work. We aim to create opportunities and reduce barriers for everyone, particularly under-represented groups in the workplace and especially those in the charity and education sector. We will do whatever we can to take steps to making sure there is no discrimination in recruitment and selection, performance management and pay policies and processes.

We recognise that protected characteristics (as defined in law) are not the only forms of diversity. An individual's identity may include multiple characteristics or none.

What is important to us is that we treat you fairly, with dignity and respect and we call out practices which do not sit with our vision and values.

Equality, diversity and inclusion runs through much of our work, whether in our partner schools and Trusts, when campaigning and undertaking research and when we seek new partnerships and collaborations. We work to develop inclusive programmes and projects that bring together people with different experiences and backgrounds. We hope this will make everyone's experiences richer, and ultimately lead to more inclusive schools and communities.



Driver Youth Trust is committed to safeguarding children, young people and vulnerable adults. Successful candidates may be subject to a DBS Check, along with other relevant employment checks.

Driver Youth Trust as a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Any information obtained by us is held and processed in accordance with relevant data protection legislation. The data you provide us with is securely stored on our computerised system for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Our legal basis for much of our data processing activity is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website: <https://www.driveryouthtrust.com/privacy-policy/>