

**Saffron Teaching School Hub - ECF Programme Lead and AB Leader**

**ROLE DESCRIPTION**

**(*The role description should be read in conjunction with the person specification)***

The ECF Programme Lead and AB Leader will work with the Director of the Saffron TS Hub to lead, co-ordinate and deliver the ECF programme and work as part of the AB team.

The postholder will be line-managed by the Director of the Saffron TS Hub and will report directly to the Director via weekly meetings. In addition, they will be expected to report directly to the Saffron TS Hub Strategy group when required; the postholder will also attend and lead elements of the Saffron TS Hub Operations Group meetings.

As the ECF Programme Lead, the postholder will be responsible for the TS Hub meeting its ECF Key Performance Indicators. They will also regularly report to the Hub Director around finances of the ECF Programme, working with the SAT finance team. The postholder will also line manage the ECF Administrator. As ECF Programme Lead, they will be responsible for recruiting, training, quality assuring and retaining a team of ECF facilitators to deliver the programme to all schools with ECTs in the Saffron TS Hub area (Braintree, Chelmsford, Epping Forest, Harlow and Uttlesford). The ECF Lead will also be responsible for marketing and the recruitment of ECTs and Mentors to the programme and will work with school leaders to ensure that ECTs have full access the Full Induction Programme (FIP).

As a Lead within the Saffron AB Team, the postholder will work closely with the Saffron AB service Programme Leader and TS Hub Director. The postholder will be involved in supporting the marketing and recruitment to the Saffron AB service and delivering the AB remit, as set out in the regulations and statutory induction guidance. These aspects will be finalised in consultation with the successful candidate following appointment and in light of the upcoming AB reforms.

A key responsibility of all senior staff in the Saffron Academy Trust is to maintain an ethos which is supportive of excellent learning and high academic standards. All SAT leaders play an important role in communicating the Trust’s aims to staff and demonstrate the very highest standards of professionalism and performance, thus being a role model for others.

Trust staff are given every opportunity to expand their professional knowledge, skills and understanding. Through such training and experiences the successful candidate will be in a position to develop their career further in a variety of possible directions.

**March 2023**