

Terms of Reference

ROLE

Senior Delivery Consultant

PROGRAMME NAME

DfE Early Career Framework (ECF) National Roll Out (NRO) and National Professional Qualifications (NPQ) Framework

PROGRAMME BACKGROUND

The Early Career Framework (ECF) National Roll Out (NRO) will provide a two year programme of professional development support for all NQTs. Education Development Trust is a designated Lead Provider and will be working with 16-30 Delivery Partners (Teaching School Hubs or other education sector organisations) to provide training to a minimum of 2000 teachers each year in all regions of England.

The National Professional Qualifications (NPQ) Framework will provide a reformed suite of qualifications to enable all educators in England to undertake professional development activities from the same evidence-based framework. Education Development Trust is a designated Lead Provider and will be working to equip educators with the knowledge and skills they need to perform their jobs on a daily basis and provide specialist routes for teachers and leaders to develop specific areas of their practice.

PURPOSE OF ASSIGNMENT

To act as a Senior Delivery Consultant, joining the mobilisation team on a consultancy basis to support the Head of Delivery and Mobilisation Manager to establish programme plans, operating systems, and resources prior to the appointment of the substantive Programme Delivery Director. The individual will have expertise in large scale programme management set up and have worked with government clients to challenging timescales.

OVERALL OBJECTIVES

- To establish programme delivery systems and processes
- To work with the Mobilisation Manager and other colleagues to create and execute the implementation plan and programme budget, ensuring all milestones in the period are met
- To support the Head of Delivery and Regional Director in securing a viable initial call-off contract
- To set the targets and ToRs for Delivery Partners, ensuring all sub-contracts are in place
- To attend client meetings and ensure client reporting requirements are met
- To provide interim line management for Programme Delivery Managers and the Recruitment and Partnerships Manager as they onboard
- To direct education advisers and ensure that training/support for Delivery Partners is in place
- To draft a Quality Assurance Approach

- To work with the current ECF Programme Lead to support transition of existing team members on the Early Roll Out programme to the new structure and ways of working
- To support the Head of Delivery on programme tasks as deemed appropriate

It is assumed that a laptop will be provided by the consultant. Education Development Trust will provide an email address and Office 365 account. Travel will be unlikely due to the pandemic but may be required in the later stages of the current phase of the project, in which case travel expenses will be reimbursable.

DELIVERABLES/OUTPUTS

- Creation and execution of the programme implementation plan and budget
- Subcontracts put in place with all Delivery Partners
- Successful transition of the current ECF Early Roll Out team
- A drafted QA approach to hand over to the substantive Programme Delivery Director
- All activities (including training, marketing, and programme) on track and in budget

REPORTING ARRANGEMENTS

Reporting to the Head of Delivery. Supervision will be as required, with a weekly KIT call to assess progress.