

### **Job Description**

Job Title:	Head of Education, The Oxford Trust
Salary:	£37,000–£42,000 annum plus benefits, depending on experience
Responsible to:	Director of Science Education & Engagement
Responsible for:	Training and Development Lead, STEM Careers Lead, Education Programme Officer and Education Administration Officer
Position:	Permanent (with 6-month probation).
Working arrangements:	Full time 37.5 hours per week, between 8.30–5.00 Monday–Friday. Minimum of 3 days on site/in person. Occasional evening and weekend working. There is a time off in lieu system to compensate for overtime.
Travel:	Ability to travel in Oxfordshire and Buckinghamshire in own car. Occasional travel further afield for national conferences and stakeholder meetings. Expenses paid.
Holiday:	25 days per annum plus bank holidays. The holiday year is January–December.
Location:	Wood Centre for Innovation, Quarry Road, Headington, Oxford OX3 8SB

### **The role**

The Head of Education for The Oxford Trust has overall responsibility for ensuring the high-quality delivery and development of the following:

- The Science Oxford schools outreach programme portfolio that caters for 3-11 year-olds in primary schools across the region
- The kit loan offering
- A comprehensive continuing professional development programme for primary teachers
- The STEM Careers programme for 11-18 year-olds, that is currently being re-imagined
- The primary schools' membership package
- The annual Big Science Event, this year run in collaboration with the Great Science Share for Schools

This includes:

- Working with the communications team to ensure that The Oxford Trust's education programmes are widely promoted to teachers, schools and STEM employers
- Effectively creating professional networks and actively pursuing stakeholder engagement, championing the organisation both regionally and nationally
- Representing the organisation at events, to include presenting at conferences
- Supporting and advising the wider team on the provision of in-house events at the Science Oxford Centre for school pupils, students, families and community groups
- Developing, evaluating and reporting on outreach programmes and teacher continuing professional development initiatives
- Working in line with The Oxford Trust's strategic goals and in response to the changing education landscape

The role would suit an individual with:

- A primary teacher qualification
- STEM related experience
- Leadership and management experience
- A track record of leading teacher professional development activity

### **Job description**

As The Oxford Trust's Head of Education, the post holder reports to the Director of Science Education & Engagement and works within the Science Oxford team for The Oxford Trust. The postholder is responsible for 4 staff members and key responsibilities are:

#### **Leadership and strategy**

- Implement and embed the new Education and Engagement strategy across the work of the team and ensure programming aligns with the organisation's key priorities.
- Effectively lead and manage the education outreach team, providing guidance, support, and professional development opportunities and ensure the continued success of the programmes.
- Foster a culture of innovation and collaboration within the outreach education staff and across the rest of the Science Oxford team.
- Stay abreast with trends and developments in STEM fields and education practices to ensure the programmes remain relevant and forward-thinking, evolving to meet the ever-changing needs of the sector.
- Be part of the Senior Leadership Team (SLT).

#### **Programme development and management**

- Lead and oversee the further development and implementation of high-quality STEM education outreach programmes and resources for Science Oxford

(primary and secondary), ensuring they are based on best practice pedagogy and cater to the needs of diverse audiences.

- Ensure that Science Oxford provides a wealth of 'value add' educational opportunities that encourage the pursuit of science.
- Evaluate and continuously improve STEM programmes to ensure they are engaging, accessible and effective in promoting higher order thinking skills and the pursuit of science.
- Manage the allocation of resources and budget for STEM initiatives, ensuring efficient use of funds and optimal programme delivery.
- Ensure that content is designed for and delivered to priority audiences, based on the Thinking, Doing, Talking Science pedagogy which was co-created by Science Oxford.
- Be involved in delivering primary science professional development sessions for teachers.
- Oversee the management of outreach resources and kit loan.
- Further develop the school membership package.
- Be actively involved in running the annual Big Science Event in collaboration with the Great Science Share for Schools in 2025.
- Work with the Space Science Specialist and wider team to maximise the use of the Planetarium.
- Be the Designated Safeguarding Lead for The Oxford Trust.
- Deliver outreach sessions periodically where needed to support the team at peak times.

### **Operations**

- Mature processes and harness opportunities for optimisation.
- Ensure high-quality documentation is kept for all deliverables (workshops, shows, training packages and project / delivery processes), in line with agreed format.
- To ensure that the education outreach team works efficiently, prioritising tasks effectively.

### **Partnerships & Collaboration**

- Collaborate with the wider Science Oxford Centre team for shared projects and staff training.
- Play a pivotal role in the development of strong external stakeholder relationships with local schools, STEM businesses as well as regional and national STEM organisations with shared values.
- Explore opportunities for joint ventures, grants and sponsorships to enhance STEM offerings and access to resources.
- Keep up-to-date records of key contacts in the Customer Relation Management (CRM) system.

### **Monitoring & Assessment**

- Take responsibility for the quality assurance of the outreach activity.
- Review evaluation methods to ensure effective measurement of the effectiveness of STEM outreach programmes and impact against agreed objectives.
- Use data-driven insights to guide programme development.

- Measure the success of STEM initiatives against agreed objectives and confidently analyse data, reporting progress against organisational goals.

### **Advocacy & Outreach**

- Represent The Oxford Trust locally and nationally at STEM events and conferences.
- Advocate for the importance of STEM education in inspiring and preparing pupils and students for future STEM careers.

### **Notes:**

- This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.
- The post-holder is required to have an enhanced DBS check.

### **General management**

As for all staff, the post holder must take responsibility for their own personal management and development and manage physical resources effectively, including:

- Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensuring that the organisation's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- Reading and responding to internal communications and information which is disseminated.
- Participating in the Trust's agreed performance appraisal system.
- Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
- Complying with GDPR and financial regulations and the Trust's other policies and systems.
- Undertaking safeguarding training as required.

**Work experience, skills & knowledge**

Person specification:	Essential	Desirable
<b>Qualifications:</b>		
Primary teacher qualification	√	
A STEM related qualification (undergraduate degree, postgraduate certificate or equivalent)		√
Driving license	√	
<b>Knowledge and skills:</b>		
An understanding of best practice pedagogy in primary science	√	
Excellent communication (written and verbal), presentation and interpersonal skills	√	
Excellent knowledge of the UK school system and curriculum	√	
Effective budget management	√	
<b>Experience of:</b>		
Managing other staff members, including line / performance management (this could be as a subject leader)	√	
Growing a professional network and working with stakeholders	√	
Confidently presenting to a wide range of audiences. (This could include children, parents and teachers)	√	
Leading professional development sessions for teachers		√
Creating engaging science lessons or workshops for primary aged pupils	√	
Developing STEM outreach programmes		√
Data analysis skills that include monitoring and reporting on progress against agreed targets	√	
<b>Evidence of:</b>		
A passion for STEM education and inspiring the next generation about STEM careers	√	
Safeguarding training		√
Strategic thinking and the ability to manage competing priorities	√	
The ability to inspire and motivate staff, pupils and external partners	√	
Being creative and adaptable with a growth mindset in a rapidly evolving field	√	

## **Background information**

- Established in 1985, The Oxford Trust is a charity with the mission to encourage the pursuit of science. We do this by running programmes across three areas – innovation (supporting early-stage STEM start-ups), education (inspiring young people about science) and engagement (engaging public audiences with science). Science Oxford is our education and engagement brand. The innovation programme is operated under the Trust's parent brand.
- The charity is run by a board of trustees, who have mostly held leading roles in business, education or the sciences.
- The position of Head of Education is currently one of 26 full and part time posts employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, enhancing innovation and bringing science to life for young people, their teachers and families.
- The Trust is deeply involved in the entrepreneurial life of the county, supporting grass roots and early-stage STEM innovation in many different ways and helping facilitate Oxfordshire's world class ecosystem through partnerships its innovation centres.
- The Trust operates two innovation centres in Oxford: the Oxford Centre for Innovation in the city centre and the Wood Centre for Innovation in Headington, home to early-stage and growing tech companies. The income from the centres provides most of the funding for the Trust's education and engagement programmes.
- The Trust's Education and Engagement programmes are run through Science Oxford, the region's leading developer and provider of STEM curriculum support and enrichment. We run an extensive primary outreach programme and primary school visits to the Science Oxford Centre. In addition, we run a secondary STEM careers programme.
- Our engagement programme includes family events at the Science Oxford Centre on Saturdays as well as community activities.
- Our Thinking, Doing, Talking Science (TDTScience) programme research based best practice pedagogy is the ethos behind all Science Oxford's programmes.
- The Science Oxford Centre – the UK's first hands-on indoor/outdoor facility for early years and primary-aged children – adjoins the Wood Centre for Innovation, where the Trust has its offices.
- Whilst the Trust funds most activities through its own on-going investments, it collaborates with other like-minded organisations in a way that makes a difference to the people it engages with.

## **How to apply**

To apply, please email a CV and covering letter explaining your suitability for the role to [jobs@theoxfordtrust.co.uk](mailto:jobs@theoxfordtrust.co.uk)

Application deadline: 23<sup>rd</sup> March 2025

Interview date: Week commencing 7<sup>th</sup> April 2025

Start date: By September 2025