

Job Description

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| Job Title: | Training and Development Lead, The Oxford Trust |
| Salary: | £33,000–£38,000 annum, pro rata, plus benefits, depending on experience |
| Responsible to: | Head of Education |
| Position: | Permanent (with 3-month probation). |
| Working arrangements: | 0.4 – 0.8 FTE, 8.30–5. 00 (to include Mondays). Minimum of 60% of time to be 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 for FTE. The holiday year is January–December. |
| Location: | Wood Centre for Innovation, Quarry Road, Headington, Oxford OX3 8SB |

The role

The Training and Development Lead for The Oxford Trust will:

- Lead and further develop an exciting programme of STEM-based, continuing professional development (CPD) sessions for primary teachers, including the co-created Thinking, Doing, Talking Science (TDTScience) training.
- Liaise with schools and grow strong teacher networks in the region.
- Support The Oxford Trust staff in their professional development and training.
- Model and share best practice.

This includes:

- Working with the communications team to ensure that The Oxford Trust's CPD programmes are widely promoted to teachers and schools.

- 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.
- Developing, evaluating and reporting on 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
- A track record of leading teacher professional development activity
- The ability to work autonomously

Job description

As The Oxford Trust's Training and Development Lead, the post holder reports to the Head of Education and works within the Science Oxford team for The Oxford Trust. The postholder's key responsibilities are:

Training and Professional Development

- Effectively design, lead and deliver a high-quality programme of continuing professional development (CPD) opportunities for primary teachers, through in-person and online offerings, delivered at the Science Oxford Centre and out in schools in the region (Oxfordshire and Buckinghamshire).
- Develop and implement training workshops, webinars, and coaching programmes.
- Ensure training aligns with the national curriculum and best practices in primary science education.
- Champion and lead training for the Thinking, Doing, Talking Science pedagogy (in-depth training provided).
- Support teachers in developing and improving science lesson plans and teaching strategies.
- Disseminate and model best practice to the wider Science Oxford team.
- Stay abreast with trends and developments in STEM fields and education practices to ensure professional development remains relevant and forward-thinking, evolving to meet the ever-changing needs of the sector.
- Link programme development to The Oxford Trust's wider strategy.
- Play a role in Science Oxford staff professional development.

Mentoring and Support

- Provide ongoing coaching, guidance, and feedback to teachers.
- Encourage best practices in practical hands-on science teaching, to include pupil-led investigation.
- Foster a collaborative learning environment among educators.
- Lead the Oxfordshire Primary Science Quality Mark (PSQM) Hub.
- Play an active role in the Oxfordshire Primary Science Network.
- Contribute to the Oxfordshire Primary Science Conference.

Monitoring and Evaluation

- Assess the impact of training programmes on teacher confidence, knowledge and skills.

Leadership and Advocacy

- Promote high-quality primary science teaching among educators.
- Stay up to date with educational research, STEM advancements, and teaching methodologies.
- Advocate for STEM education enhancements within schools and educational networks.

Stakeholder Engagement and Network Building

- Actively build and maintain strong networks to support collaboration, knowledge sharing, and innovation in science education across schools and educational organisations.
- Foster strong links with Headteachers, Primary Science Leads and Primary Teacher, with particular emphasis on focus schools.
- Develop valuable links with local STEM businesses to gain support for primary science teaching initiatives and embed inspiring real-world relevance.
- Be connected into national STEM education organisations and keep abreast with new initiatives, trends and reports.
- Represent The Oxford Trust at relevant conferences and events.
- Utilise the new Customer Relationship Management (CRM system) to capture stakeholder engagement.

Operations

- Ensure high-quality documentation is kept for all deliverables, in line with agreed format.
- Manage the logistics, scheduling, and co-ordination of training sessions and events with support from the Education Administration Officer.
- Ensure teacher professional development initiatives can be delivered within an agreed budget.
- Maintain accurate records of training participation and evaluation.

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.
- This role involves working a Monday, as this is when there is capacity to lead professional development sessions on site at the Science Oxford Centre.
- 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 |
|---|-----------|-----------|
| Qualifications: | | |
| Primary teacher qualification | √ | |
| A STEM related qualification (undergraduate degree, postgraduate certificate or equivalent) | | √ |
| Driving license | √ | |
| Knowledge and skills: | | |
| An understanding of best practice pedagogy in primary science | √ | |
| Understanding of how to build science capital | √ | |
| Excellent communication (written and verbal), presentation and interpersonal skills | √ | |
| Excellent knowledge of the UK school system and curriculum | √ | |
| Effective budget management | | √ |
| Experience of: | | |
| Leading professional development sessions for teachers | √ | |
| Growing a professional network and working with stakeholders | √ | |
| Confidently presenting to a wide range of audiences. (This could include children, parents and 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 | √ | |
| Evidence of: | | |
| A passion for STEM education and inspiring the next generation about STEM careers | √ | |
| Understanding of best practice and resources in primary science (which might include TDTScience, Primary Science Quality Mark, Great Science Share for Schools, Explorify, TAPS...) | √ | |
| Strategic thinking and the ability to manage competing priorities | √ | |
| The ability to inspire teachers | √ | |
| Being creative and adaptable with a growth mindset in a rapidly evolving field | √ | |
| Safeguarding training | | √ |

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 science and tech 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 Training and Development Lead 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

Application deadline: 23rd March 2025

Interview date: Week commencing 7th April 2025

Start date: By September 2025