

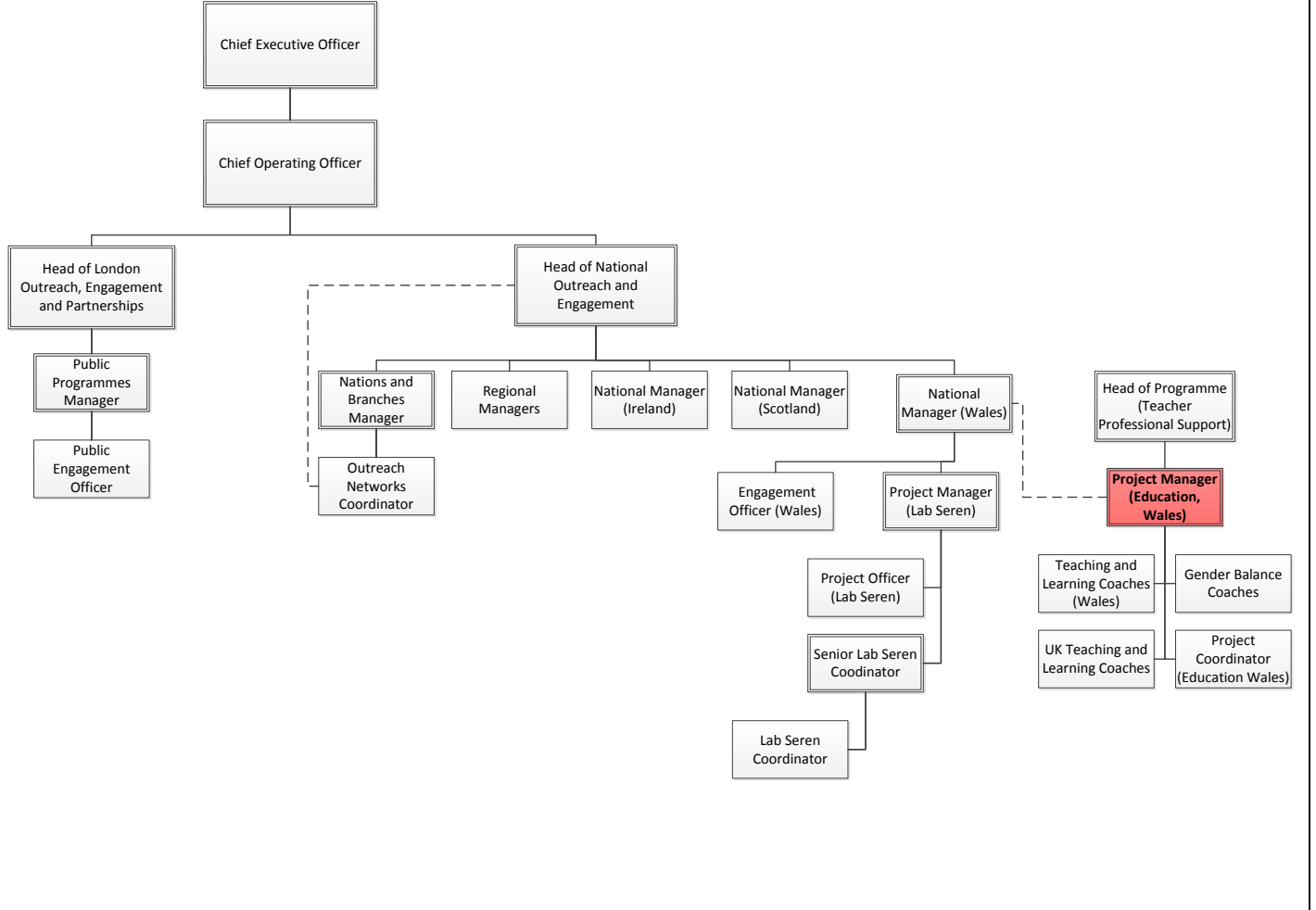
JOB DESCRIPTION

JOB TITLE:	Project Manager (Education, Wales)
DIRECTORATE / DEPARTMENT:	Education
JOB HOLDER:	N/A
REPORTS TO (JOB TITLE):	Head of Programme, Teaching Professional Community

JOB PURPOSE

To manage the Institute of Physics' Department for Education and Skills (DfES) funded education projects in Wales.

ORGANISATIONAL STRUCTURE



JOB DESCRIPTION

CONTEXT

This briefly sets out the necessary background, including the department's purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation

The department's purpose

The Education Department covers a broad range of activities around two basic themes:

- Ensuring the supply of physicists from the education system and assuring, as far as possible, the quality of their education
- Promoting physics-based research both through member networks and by engaging with research councils, funding councils, government and other funding agencies

Operationally, the Directorate is split into three areas:

- Higher Education and Research
- Education Pre-19
- Diversity and Inclusion

The department operates as a team running a wide variety of activities and services to support physics in schools and colleges. These include:

- advice and training for teachers on developments in education and physics
- an Affiliated Schools scheme that provides resources including newsletters, posters and careers material
- the development of major resources such as Advancing Physics and Supporting Physics Teaching (SPT)
- the Physics Teacher Network
- publication of the journal Physics Education
- production of careers materials and classroom resources
- support for lectures, competitions and careers material for young people

The job's context

The Institute of Physics runs two education projects in Wales; the Stimulating Physics Network (SPN) and Improving Gender Balance (IGB). Both projects are supported by the Welsh Government and the IGB is also supported by the Waterloo Foundation.

Less than 45% of those teaching physics in Wales hold a degree in the subject. The IOP believes that students have a cultural entitlement to physics education led by a teacher with strong subject knowledge, a rich repertoire of teaching approaches and confidence and enthusiasm in the subject.

A-level uptake of physics by girls has stubbornly remained around 20% of the cohort, despite many years of effort to address the problem. The Institute of Physics is a leader in research into gender and subject choice, and this research has led us to take a whole-school approach to the issue, recognising that the number of girls taking physics cannot be addressed without a holistic approach to learners' cultural environment.

The SPN Wales project has run in Wales since 2014 and provides high quality professional development to teachers of physics in Wales. The programme is focused on supporting those who teach physics but do not have a background in the subject, as well as newly qualified teachers of physics and those working in isolation. Our Teaching and Learning Coaches (TLCs) work in 48 secondary schools and provide 288 support sessions each year.

The IGB project aims to address gender balance through a whole school approach. Our Gender Balance Coaches work with staff and students at primary and secondary schools to build an inclusive culture where a learners do not associate their gender with their subject choices.

JOB DESCRIPTION

<u>TASKS & ACCOUNTABILITIES</u>	
1	To manage the DfES funded Stimulating Physics Network, including: <ul style="list-style-type: none"> ● Training and managing a team of six staff, including five field workers ● Setting up and providing CPD to teachers of physics in a network of 48 schools, through TLCs
2	To manage the DfES and Waterloo Foundation funded Improving Gender Balance project, including: <ul style="list-style-type: none"> ● Recruiting, training and managing a team of two remote staff ● Working in partnership with IGB coaches to identify partner schools and establish a working relationship with SLTs and governors to ensure a positive ongoing relationship
3	To coordinate all activities associated with the above projects, including: <ul style="list-style-type: none"> ● Responsibility for management committees ● Providing progress reports to relevant committees ● Advising partners on the day-to-day running of the project ● Managing and formally reporting the monitoring and evaluation of the project
4	To manage and retain oversight of the project budget of £230k per annum.
5	To be responsible for the IOP's interactions with the project partners associated with the project, including working with civil servants at the Department for Education and Skills and head teachers in participating schools.
6	To manage communication channels for the project.
7	To be a part of all appropriate meetings with the project partners including: <ul style="list-style-type: none"> ● Operational Group meetings ● Management Group meetings ● Advisory Group meetings ● Chairing meetings of project staff
<u>SCOPE OF DECISION MAKING / CHALLENGES</u>	
<ul style="list-style-type: none"> ● Recruiting, developing and providing leadership to project teams. ● Ensuring the CPD delivered is of a sufficiently high standard. ● Delivering on the project targets and managing the budget. ● Overseeing the independent external evaluation of the project. ● Engaging with project partners and other stakeholders, and external parties including national media to present a positive image of the project and the Institute. 	
<u>DIMENSIONS</u>	
<ul style="list-style-type: none"> ● The project manager will lead a team of eight staff. ● Responsible for an annual budget of £230k. ● Can authorize expenditure within budget of up to £10k. ● Responsible for the delivery of all project KPIs and milestones over the project. 	

JOB DESCRIPTION

KNOWLEDGE, SKILLS & EXPERIENCE

*The below are the skills, qualifications, membership requirements and experiences that are **necessary** for full and effective performance of this role, unless stated otherwise*

Skills

Essential:

- Team player – the ability to work co-operatively with others to achieve common goals
- Negotiation skills – the capability to explore different positions and alternatives so to reach outcomes that gain acceptance of all parties
- Influencing skills - the ability to bring others to your way of thinking diplomatically
- Leadership – the capability to promote and generate co-operation so to achieve collective outcomes; fosters the development of a common vision
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Organisational skills - ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Communication skills – the ability to express information clearly and concisely in both written and oral form
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Computer literate - good working knowledge of Microsoft Office

Qualifications / Membership requirements

Essential:

- Interest in education and widening participation

Desirable:

- PGCE or similar teaching qualification, or equivalent experience
- Degree, or equivalent, in physics or closely related subject

Experience

Essential:

- Proven ability of managing large projects
- Experience of providing professional support for teachers
- Proven ability to manage people and remote workers
- Working with external stakeholders and funders

Desirable:

- Working with low-performing or hard-to-reach schools
- Teaching in a secondary school or college
- Welsh language skills

Pre-Employment Checks

This post also requires an application for an enhanced disclosure from the Disclosure & Barring Service

COMPETENCIES

The behaviours that must be demonstrated in the job

- Drive for results
- Managing and measuring work
- Customer focus
- Functional / technical skills
- Personal training