

Application pack

Director of National Programme

We are seeking a new leader for the Primary Science Teaching Trust's national programme of support for teachers. This is an exciting opportunity for candidates with strategic insight and a passion for education to join our charity in a period of renewed mission and purpose.

About the Primary Science Teaching Trust (PSTT)

PSTT is a registered charity with a clear vision – we want to see excellent teaching of science in every primary classroom in the UK. We believe it is vital that children are engaged and inspired by science from an early age. We want to draw on their natural curiosity to help them explore, understand and ask questions about the world around them. Scientific skills and knowledge are essential for every child, whether or not they become a scientist, engineer or medic.

We've built a [Primary Science Teacher College](#) of over 200 outstanding Fellows, each helping to shape and influence science teaching across the UK. We produce great resources that improve how science is taught and planned, including through the award-winning Explorify website. We provide professional learning and development that supports thousands of schools each year, through our national CPD programme and our network of Regional Mentors across England.

Through our new strategy, we are refining PSTT's approach (building our work around a clear definition of what excellence in primary science means), targeting our efforts (giving our most intensive support to schools and teachers that need it most) and focusing on the impact of our work. For more information on PSTT's strategy, definition of excellence, and theory of change, visit pstt.org.uk/our-vision-strategy.

Job summary

The Director of National Programme has overall responsibility for PSTT's UK-wide programme of support for primary science teachers. They lead the development of the Primary Science Teacher College, ensuring that our Fellows develop professionally and can play their part in delivering our strategy more widely. They also run the annual [Primary Science Teacher Awards](#), with a new focus on increasing the diversity of nominees.

The Director builds on sector partnerships to increase shared understanding of what works in primary science, and – working with the Director of Regional Programme – to incorporate this into PSTT’s core national offer. The Director leads on PSTT’s national thematic activities and our offer for trainee and early career teachers, and commissions new projects and resources as required. They are also responsible for managing our team of Area Mentors and other National Programme staff.

Key facts about this role

Salary	Starting salary £56,996 (PSTT band F, scale point 40)
Hours	35 hours per week (full time), usually worked between Monday-Friday. There is scope for flexible working. The post-holder may occasionally be required to work during evenings and weekends.
Location	Office, home based or hybrid. Expected to spend at least 2 days per month at the office in central Bristol (3-4 days at times).
Contractual basis	Permanent
Pension and benefits	Employer pension scheme (5% contribution); enhanced sick pay and maternity/paternity/adoption pay, detailed in our pay and reward scheme
Annual leave	28 days (of which 3 days must be taken during the Christmas closure period) plus public holidays
Travel	The job requires some travel within the UK and occasional overnight stays. Expenses will be reimbursed.
Line manager	Chief Executive Officer
Start date	To be negotiated

Job responsibilities

1. Play a leading role in PSTT’s strategic development – working with the CEO and other Directors to:
 - Champion PSTT’s strategy as an active member of the Senior Management Team and contributor to PSTT’s wider strategic and operational developments

- Develop, refine and establish PSTT's core offer for primary schools, ensuring that it is established and promoted within the National Programme
 - Ensure that programmes are appropriately monitored and evaluated, so that we understand their impact and can make adjustments and improvements as needed
 - Develop how PSTT's activities intersect with those delivered by our partners and others in the primary science sector, managing aspects of competition as they arise
2. Lead development of the Primary Science Teacher College:
- Organise the promotion, nomination, selection and awards process for the Primary Science Teacher Awards, with a focus on increasing diversity of nominees
 - Oversee the organisation and delivery of the College Conference, with responsibility for key decisions including programme, speakers, venue and financial considerations
 - Develop a national plan for the College's support, engagement and development of Fellows, as key individuals with a role in delivering PSTT's strategy
 - Oversee the team of Area Mentors responsible for developing the College at local level, either managing them directly or implementing alternative solutions
 - Oversee use of CPD funding provided by PSTT to Fellows
3. Build on our partnerships in the primary science sector to:
- Increase shared understanding of what works in primary science
 - Collaborate on relevant public affairs and communications activity, including production of joint reports
 - Advise and support the CEO in the development of government relations and policy initiatives
 - Represent PSTT externally, including on external committees or advisory bodies
4. Develop PSTT's national offer for initial teacher education and early career teachers, including coordination of the Primary Science Enhancement Award for student teachers.
5. Work with the CPD and Resources Lead to commission new projects and resources to fill identified gaps in PSTT's offer, ensuring we have robust systems to assess bids from Fellows and external bodies, track progress and see projects through to completion.

6. Oversee PSTT's continuing involvement in developing and promoting the Explorify website, including the relationship with STEM Learning.
7. Lead development of thematic activities within primary science: deploying staff and Fellow resource where possible for PSTT to maintain and enhance its activity in areas such as early years, special educational needs and disability, science capital, and equality, diversity and inclusion.
8. Play a role in PSTT's support services for teachers, e.g. delivery of occasional open access CPD courses.
9. Line-manage other members of National Programme staff.
10. In relation to the above, or any other delegated areas of responsibility:
 - Be responsible for effective budget management of activities
 - Report to CEO and trustees on progress, identifying any areas for further development and improvement
 - Monitor any contractual obligations between PSTT and its partners
 - Contribute to production of PSTT's annual report and other relevant reports or publications
11. Take on any other responsibilities that the CEO may reasonably delegate to you.

Person specification

	Criteria	Essential	Desirable
Knowledge and experience	At least one of the following: <ul style="list-style-type: none"> • Significant experience of teaching primary science, preferably at a leadership level • Experience of working at a senior level in the education or charity sector 	✓	
	Excellent understanding of the primary education landscape, especially as it relates to science	✓	
	Experience of leading and/or designing substantial programmes, projects or initiatives within education	✓	
	Understanding of the importance of monitoring, evaluation and learning within programme delivery	✓	
	Awareness of budget management	✓	

	Experience of organising large events		✓
	Experience of developing partnerships and relationships in the education and/or charity sector		✓
Skills, abilities and attitude	Ability to think strategically and to translate strategic objectives into practical goals, activities and outputs	✓	
	Strong leadership skills, with the ability to take the initiative and drive forward programmes and projects	✓	
	Highly skilled in collaborative working, both internally within a staff team and with external partners	✓	
	Ability to think critically and creatively about your work, embracing both success and failure and adapting your approach accordingly	✓	
	Strong written and spoken communication skills	✓	
	Experience in providing line management and support to colleagues		✓
	Commitment to equality, diversity and inclusion	✓	

How to apply

- If you would like more information before deciding whether to apply, please contact our CEO, Martin Pollard (martin.pollard@pstt.org.uk), to arrange an informal discussion.
- Complete the official job [application form](#), and return this to wendy.woodsford@pstt.org.uk by the deadline of **5.00pm, Monday 23 September**. Please note that it is particularly important to complete the Supporting Statement as fully as possible. This section helps us to understand how you meet the key job criteria, and our shortlisting process will rely significantly on this statement. Please don't send a CV or other information, as these will not be considered when shortlisting. Links to the Director of National Programme application pack and the official job application form can be accessed at www.pstt.org.uk/join-our-team-national-programme.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://forms.gle/WsrGxkXP44PPizXP7>. Completing the survey is optional but provides PSTT with valuable information about the diversity of applicants. It is anonymous and we will not consider it as part of the application process. Please **do not** send us a copy of the completed survey.

What will happen next?

- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement by 1.00pm on Tuesday 24 September, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
- We will assess the applications and select candidates for interview. We will contact you directly to tell you whether you have been successful.

Provisional interview dates:

First interviews:	Thursday 3 October
Second interviews if required:	Monday 14 October

- We will make a provisional offer of employment to our chosen candidate(s). We will then take up references and, if these are satisfactory, confirm the job offer. Please note that because parts of this role involve working with children, we will require you to complete an enhanced DBS check before we can confirm employment.

We reserve the right not to make an appointment if we judge that none of the candidates meet the required standard.

Equality, diversity and inclusion

PSTT is committed to making equality, diversity and inclusion part of everything we do. We believe that our organisation benefits from having a diverse and inclusive workforce. We positively encourage applications from suitably qualified and eligible candidates from all backgrounds.

If we can make any reasonable adjustments to support your application, please note this on the application form or in your covering email.

Use of personal data

PSTT understands the importance of personal data and takes responsibility for its security seriously. For the purpose of recruitment, PSTT considers it a legitimate interest to collect personal data and this will need to be shared with specific people within PSTT. This includes those involved in HR and interviewers (who may include independent advisors). We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We hold personal data securely within Microsoft 365 and/or Beacon CRM and this may be transferred outside the UK and the EU only for the purpose of providing data backup. Data from unsuccessful candidates will be deleted a maximum of 1 year after the conclusion of the recruitment process.

To request a large print version of this pack, please contact info@pstt.org.uk