



Candidate pack

Helping you to put your best
foot forward for the job





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Welcome to NAHT



Thank you for your interest in our [Policy Research Analyst](#) vacancy at NAHT. We hope you find this briefing document informative and insightful; it aims to remove a little of the unknown about the recruitment process and provide you with information about our story and ambitions.

The role of a school leader is hugely rewarding yet broad and complex. Our members wear many hats to ensure the children in their care are getting the education they deserve. They must oversee the delivery of a broad curriculum, develop and nurture high-quality teachers who can get the best out of their pupils, and create an environment that reassures parents that their children come to a happy, safe and inspiring place that nourishes their mind, body and spirit.

On its own, achieving all of this would be a challenge, but when you consider the external pressures placed on school leaders, it becomes a gargantuan task. Our members face enormous pressures from an overly punitive accountability system – and, on top of all this, they must do more with less as financial pressures continue to take their toll.

NAHT exists to ensure school leaders don't face these challenges on their own. We support them in every aspect of their role, and when our members need help, we're their first phone call. From our expert advisers on hand to give guidance over the phone to our regional officials who provide members with face-to-face support and access to legal representation, NAHT is unparalleled at helping school leaders when they require assistance.

Our library of advice resources is updated every week, and many of our members say the wealth of the guidance our experts provide alone is worth the cost of membership. This, combined with our compelling programme of continuing professional development, puts NAHT at the heart of everything a school leader needs to thrive.

Our membership is broad and diverse; alongside head teachers, we also encourage deputy heads, assistant heads, school business leaders and special educational needs coordinators to join. And NAHT Edge welcomes teachers with additional responsibilities outside of the classroom. We come together to form a formidable and authoritative voice, respected and listened to by the government and key decision-makers.

From a membership perspective, this ability to articulate the position of school leaders effectively, together with the invaluable and unrivalled services we offer, is starting to yield real results. We now celebrate having more than 38,000 working school leaders and an additional 14,000 life members who have retired from their school careers in membership. This makes us the largest trade union for school leaders, and we're ambitious to grow our professional community even further.

I hope this encourages you to join the team here at NAHT and help us make a real difference to the lives of school leaders and learners.

Best wishes,

A handwritten signature in blue ink, appearing to read 'P Whiteman'.

Paul Whiteman,
NAHT general secretary



About us

**We started NAHT in 1887 with one mission:
to create a better education system for
educationalists and learners alike.**

**More than a century later and that mission
remains unchanged – but the landscape for
education is changing, and it has never been
a more exciting time to join us.**

How we support our members

Advocacy

NAHT is the authoritative voice in the room. We believe in finding practical solutions, but like our members, we will make our voice heard when it counts. Our approach means we not only have the ear of key decision-makers but also they seek our advice.

We actively lobby and campaign on the issues that are important to school leaders. Our policy and campaigns team regularly grabs the headlines and attention of high-profile political figures with our credible, evidence-based research.

Representation and advice

We're on hand to offer expert advice to help members overcome the many challenges of running a school and managing those who work in it.

Our highly skilled advice team fields more than 15,000 calls a year from members and publishes a specialised advice article each week that adds to the wealth of resources we provide on all aspects of school leadership.

Our trusted reps offer reassurance and direction in meetings school leaders don't want to face on their own. Each day, they're working hard to champion the interests of our members – both on a collective and individual level, and across our regions and branches.

Our regional officers are the first port of call when our members' jobs are put at risk. They have extensive experience in handling a broad range of complex casework and working with discipline, grievance, capability and redundancy procedures.

And our dedicated in-house legal team lets members know that there's someone ready to fight their corner on employment and regulatory issues.

Keeping members informed

Each month, our School Leadership podcast offers members a front-row seat to hear from the best and brightest. It features long-form interviews that dive deeper into topics at the heart of leadership and learning.

Our termly magazine, Leadership Focus, is packed full of news, practical tips and engaging, thought-provoking features that give members a unique and in-depth look at the big issues.

And our newsletter keeps members' fingers on the pulse, with the latest news, policy developments, analysis, comment, advice and much more.

Transforming members' careers

Every year, we create an extensive range of specially designed training courses on the need-to-know subjects.

And our hand-picked industry experts deliver them in ways (eg one-day events, e-learning or tailored training) that match school leaders' busy lives.

We're committed to helping school leaders reach their full potential.





Our vision

Growth

With credibility and size comes strength and resilience. We will grow our ability to be innovative and sustainable, facing the changing landscape with confidence.

Community

A place to exchange ideas and learn. A place to belong, extract confidence and give freely of yourself in pursuit of the “greater good”.

Voice

Fiercely independent and not politically affiliated, we will give expression to the voice of school leaders without fear or favour.



“

**A forward-thinking,
creative union that
punches above
its weight and
offers excellent
opportunities to
move your career
in a new direction.**

Our values

People first

Our people are at the heart of everything we do.

Well-being, development and growth are paramount.

Together, we will create a workplace that allows our people to thrive.

We will foster a culture that values people and listens to every voice.

Be bold

We're changing. Our members and their needs are changing.

It is an exciting time to grasp the opportunity to shape the future.

Together, we are changemakers – we are open to transformation and are excited by the opportunities it creates.

Go further

We never settle for the ordinary.

Our standards are high, and our ambitions are even higher.

We raise expectations, and we drive high performance.

We strive to be the best.

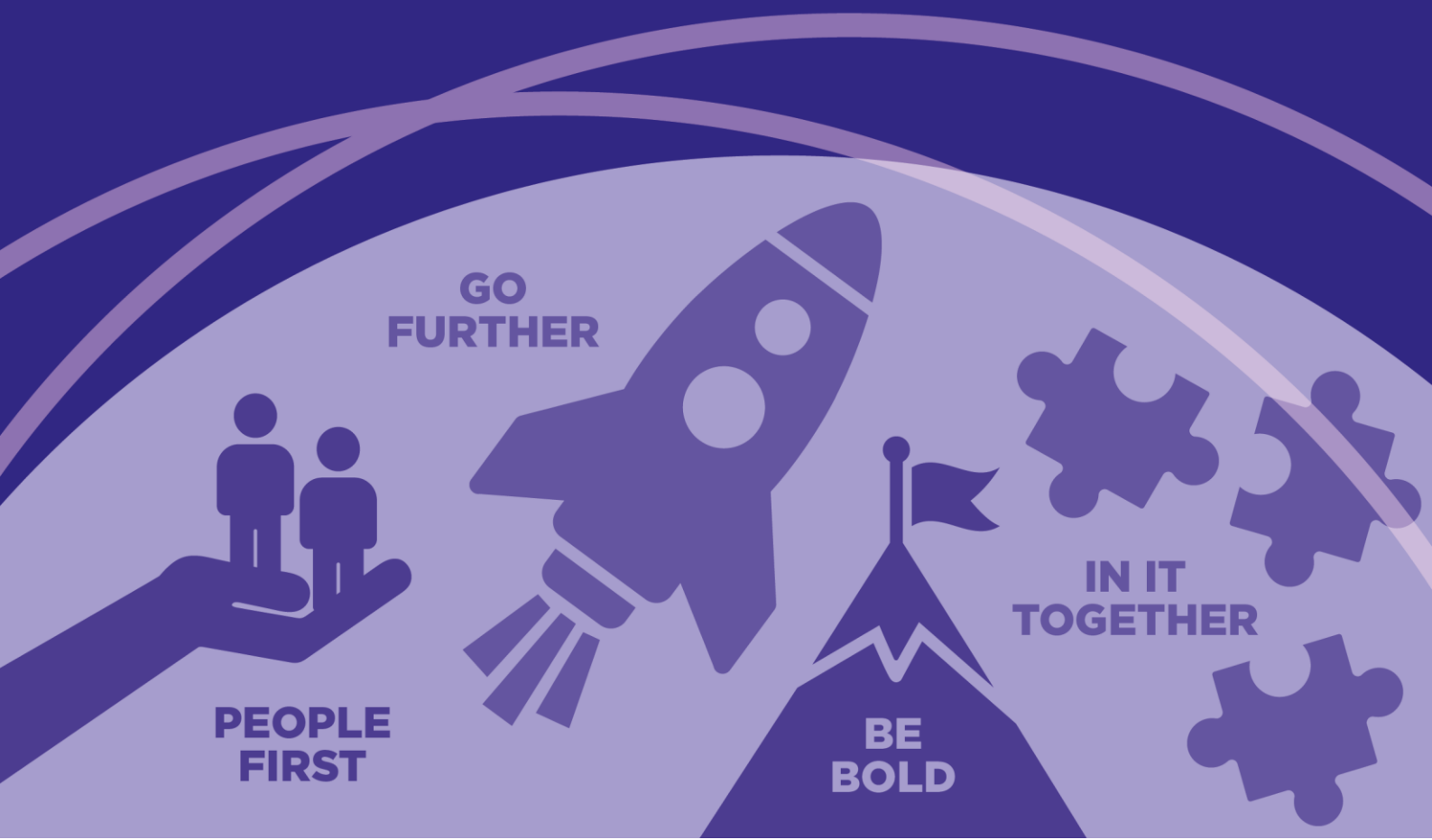
In it together

We work together.

We are open, honest and respectful to one another.

We play to our strengths and draw on the expertise of others to deliver great results. Working collaboratively makes us stronger.

United, we'll get to our destination quicker.





You become part of a family when you join NAHT. It offers you the opportunity to establish a successful career for a high-profile association with impressive benefits and competitive pay that's in a great location outside of London.

Benefits of working with us

Annual leave

Everyone needs time to relax, rest and re-energise – and that's why we offer our employees a generous leave package. Your allowance consists of 31 days' annual leave* (plus bank holidays). We also close the association for additional days over the Christmas period so that you can spend time with those that matter most.

Well-being leave

We understand that employees may, on occasion, need to take some time away from work, which can't be accommodated within annual leave. That's why we offer employees an additional 21 hours' well-being leave*, which you can take in one-hour blocks.

Pension

We want to help you save for your future. We provide an attractive scheme that you can join where we top-up your pension pot each month up to a maximum of 20%.

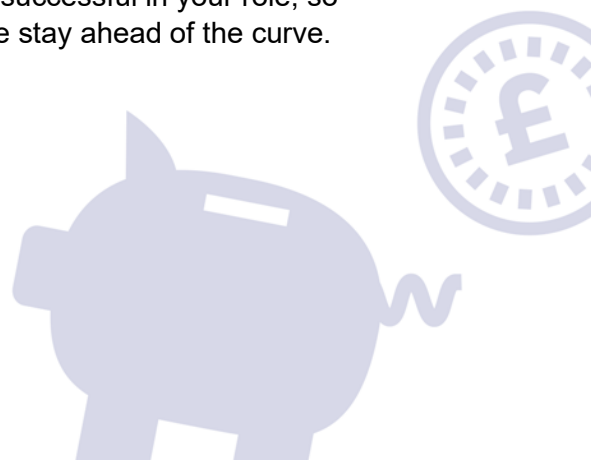
Healthcare

We want to make sure you're in the best shape to do the job. We offer all our employees Benenden membership, which provides you with access to medical experts through its GP helplines (open 24/7), private treatments, physiotherapy and access to its mental health helpline (also open 24/7). In addition, we'll help you to stay healthier for less through our gym membership contribution scheme.

Training and development

We invest in our people. Our learning and development fund allows you to gain new skills and a stronger understanding of what it takes to be successful in your role, so together, we stay ahead of the curve.

*applied pro-rata if working part-time.



Equality, diversity and inclusion

At NAHT, we recognise that diversity is a strength. We believe a diverse and inclusive workplace that brings together different experiences, backgrounds and skills is vital for creating an effective and innovative environment. Our ambitions are for our workplace to be truly representative of all communities and for our staff to work together to promote a more inclusive environment that attracts all candidates.

We celebrate diversity. We want each employee to feel respected, supported and able to give their best. That's why we offer learning and

development opportunities, a range of family-friendly and inclusive employment policies, flexible working arrangements and various open communication channels for our employees to use their voice to effect change, irrespective of their background.

We ask for your equal opportunities information as part of the recruitment process to monitor the effectiveness of our diversity and inclusion approach. This information does not form part of the selection process and will be kept securely in line with the Data Protection Act 2018.



Job description

Job description

Job title	Policy Research Analyst
Directorate	Policy, Research, Press & Communications
Reporting to	Policy Research Manager
Hours	Minimum of 35 hours per week with the ability to travel and work unsocial hours when required.
Location	Homebased within the UK

Job Purpose

This role is required to support the Policy team in its work developing NAHT policy and running campaigns. The role is also required to provide appropriate administrative support.

The work of the team falls into three distinct areas: professional issues (pay and conditions), education policy issues (curriculum, assessment, safeguarding etc.) and national executive business. There are three policy research analysts each working across all three areas, though some level of specialisation is possible.

This role will be expected to provide support and, where appropriate, cover for policy colleagues.

Management/Supervisory Responsibilities

This role has no line management responsibilities.

Key responsibilities & Accountabilities

- Provide support for Policy leads in specific areas.
- Undertake research, create and analyse surveys, and collect and compile statistics as directed.
- Prepare and present reports, briefing papers and initial drafts of policy documents under direction.
- Assist with the production and delivery of presentations and campaign materials.
- Monitor current and future policy activity by government and other external bodies.
- Establish and maintain knowledge of relevant education practice and legislation.
- Provide support for relevant National Executive Councils and Committees, including arranging meetings, preparing agendas and papers, taking minutes, providing administrative support and assisting with the follow-up of issues.
- Provide administrative support to the policy team. Provide cover for members of the team where appropriate, and within the limits of own expertise.
- Participate in necessary training and development as required.

Job description

Key Relationships

- Policy Research Manager
- Heads of Policy and policy team
- Democracy & Governance team
- National Executive

Financial Responsibilities

This role has no financial responsibilities.

Framework & Boundaries

The suitable candidate for this role must be able to travel and stay overnight on occasion in order to attend meetings.

Person specification

DESCRIPTION	ESSENTIAL (E) or DESIRABLE (D)
QUALIFICATIONS Educated to degree level	E
EXPERIENCE Experience of carrying out desk-based research and analysis of secondary sources Experience of drafting briefings and/or reports for an audience Experience of designing and analysing surveys Experience of presenting complex information to a range of audiences, both verbally and in writing. Minute taking and committee work	E D D E D
KNOWLEDGE Working knowledge and experience of using Microsoft Excel Working knowledge of survey software such as survey monkey Knowledge and understanding of a range of research methods Knowledge and understanding of current education policy or practice;	E D D D
SKILLS AND ABILITIES The ability to understand and accurately interpret complex data/material and produce clear and precise written summaries. The ability to plan, prioritise own time, undertake projects alongside days to day requests for assistance and balance competing priorities Strong oral and written communication skills Excellent IT skills, including detailed knowledge of Microsoft Office Suite	All Essential

Person specification

An interest in education Ability to maintain confidentiality Ability to be flexible and adaptable in work practices Ability to establish and maintain good relationships with colleagues Willingness to work outside normal working hours if necessary	
PERSONAL SKILLS/BEHAVIOURS Self-driven and able to work independently and as part of a team A flexible, adaptable and proactive approach to work Develops and maintains good relationships Commitment to self-development and ongoing learning Commitment to equality and diversity principles and the ability to work to them in practice	All Essential

How to apply

Apply for our **Policy Research Analyst** vacancy via our [dedicated recruitment website](#) where we'll ask you to complete an applicant cover form (we will use this for administration purposes only), attach your CV and include a cover letter.

Your CV

Give thought around how you present this information. You want it to stand out from the crowd. You will find many good templates and much advice on how to set out a CV online. However, a few things to consider:

- Keep it short and succinct – try to stick to a two-page limit
- Think about the font and format – make sure it's easy to read, and lay it out in a logical order
- If there are any gaps in professional history, account for these
- Check your grammar and spelling.

Your cover letter

A well-written covering letter enables you to showcase why you're the right person for the job; this will be our first introduction to you, so make it count. When writing your cover letter, tell us what excites you about the role and demonstrate how you fit the job criteria. You may also want to consider the following:

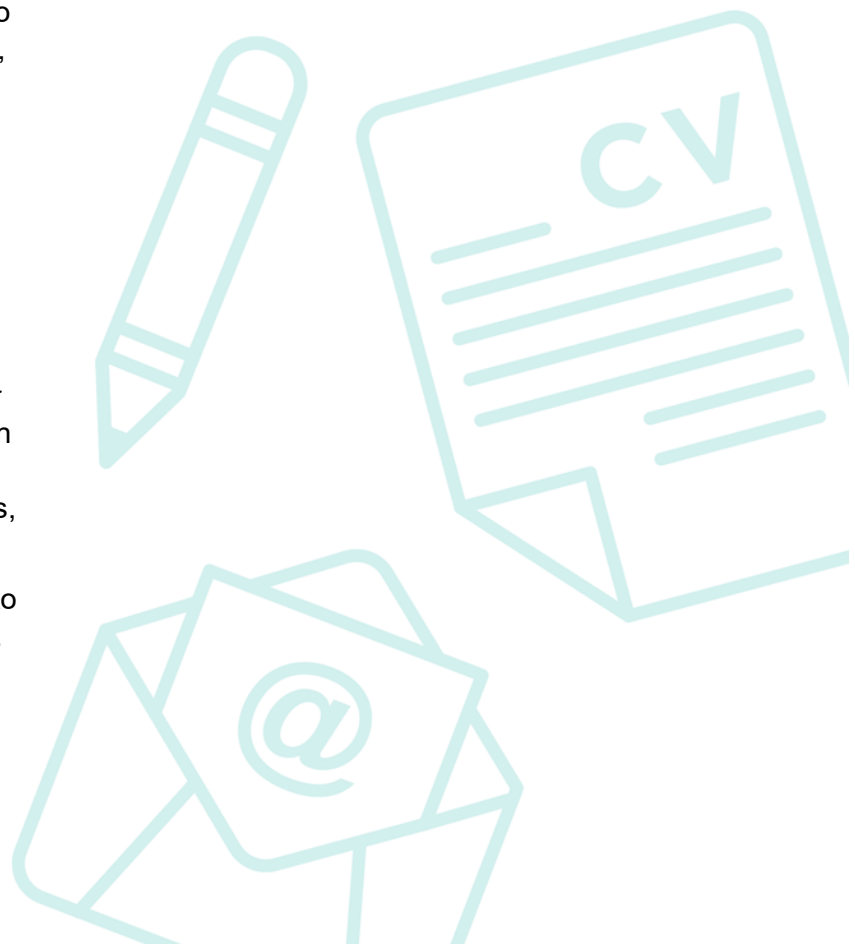
- State the job you're applying for
- Why you – tell us why you want the job and what skills and experience you have that are relevant to the role
- What can you bring to NAHT – tailor your letter using the job description and person specification. Share with us specific and tangible examples that back up your skills, knowledge and experience.
- Check it over – double-check your letter to ensure spelling and grammar are correct. Attention to detail is important, so get feedback from a friend or family member on your final draft.

What to expect from us

We consider applicants on their abilities alone to guarantee a fair recruitment process. If you need any reasonable adjustments to the recruitment process (eg the application, the interview or selection testing), contact a member of our HR team (human.resources@naht.org.uk).

We review each CV and cover letter in a shortlisting process. If you're not successful at this stage, you'll receive an email confirming this decision. If you're shortlisted, we'll send you an interview invite via email where you'll be required to confirm your attendance. If there's anything you'll need to prepare in advance, we'll tell you in the interview invite.

Good luck with your application!





NAHT

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 [@NAHTnews](https://twitter.com/NAHTnews)

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