



## Job Description

<b>Post title:</b>	ITT Head of Secondary
<b>Contract</b>	Permanent, Teachers Pay & Conditions
<b>Pay band</b>	L5 to L9
<b>Line manager:</b>	Director of SCITT
<b>Supervisory responsibilities:</b>	SCITT Administrator
<b>Location:</b>	Based at Holybrook Primary School, however regular travel between sites as required

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### **Core purpose**

To support with the strategic and operational development of Exceed SCITT. Reporting to the Director of SCITT and working closely with the senior leaders, partner schools in relation to all aspects of the delivery and management of programmes.

### **Duties and responsibilities**

Supporting, and deputising in the absence of, the Director of SCITT specifically in the leadership, development and management of ITT course provision for trainees, the quality assurance and delivery of the SCITT programmes and the growth and sustainability of effective partnerships.

### **Leadership and Management**

- Ensure the delivery of complex tasks, as required and directed, and effective management of all resources to ensure the smooth running of the SCITT
- Supporting the SCITTs readiness for its ITE Ofsted inspection
- Lead on quality assurance of provision to inform action planning and key priorities
- Manage the growth of new partnerships and effective engagement in the training model
- Provide management reports on the effectiveness of provision
- Monitor and support trainee progress
- Engage in research, and maintain a good understanding of contemporary developments in the initial teacher training
- Ensure all administrative duties as required by the programme are completed in a timely manner, or delegated effectively
- Undertake appropriate staff development
- To undertake any additional leadership duties as determined by the Director of SCITT.

### **Course and Provision Development**

- Operational development of the programmes responding to local and national needs of ITT, including all policy changes.
- Deliver staff training and contribute to dedicated training sessions reflecting the needs of the SCITT
- Produce training manuals and handbooks

- Monitor and ensure the quality of programme provision and contribute to other aspects of quality assurance procedures, as directed, including teaching and learning developments.

### **Communications and Partnership Management**

- Working closely with internal and external stakeholders to effectively manage multiple partnerships between schools and external academy trusts.
- Building relationships with partner HEIs in order to develop existing links and ensure the best possible opportunities for all trainees.
- Building effective relationships with key stakeholders across various locations and organisations, both internally and externally to the Trust.
- Supporting the development of an effective and successful marketing and recruitment strategy for the SCITT and attending recruitment events.
- Share information and successes of the SCITT course through sources, newsletters and identified social media channels.
- Visit partnership schools to ensure high quality training and mentor support is being delivered as required and to sustain effective working relationships.

NB. The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

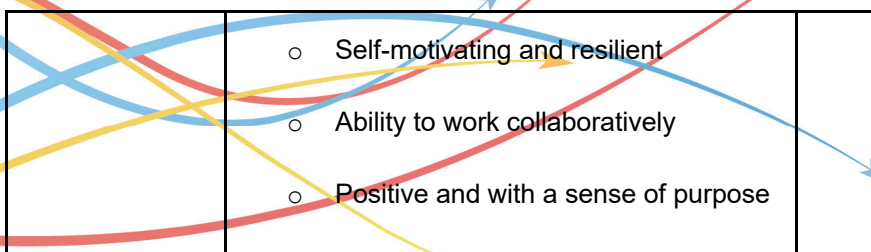
The post holder will at times be required to work at any of the partner schools within the SCITT or any other reasonable location where the programme is undertaking its business. A flexible approach to working hours is required, with some evening and school holiday working anticipated.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>○ Degree or equivalent</li> <li>○ Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>○ Further relevant qualifications</li> <li>○ Professional study to an advanced level</li> <li>○ A Master's Degree</li> </ul>
Specialist Knowledge & Skills	<ul style="list-style-type: none"> <li>○ A clear understanding of the impact of school-based initial teacher training on school improvement</li> <li>○ A knowledge and understanding of initial teacher training in relation to the current national position and the practical considerations for schools</li> <li>○ An understanding of broader professional development issues particularly as they relate to initial teacher training</li> <li>○ An understanding of what constitutes effective CPD for Early Career Teachers</li> <li>○ A general understanding of factors that influence teacher recruitment and retention</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of an ITE Ofsted Inspection either in HEI or SCITT setting</li> <li>○ Skills in statistics and analysis</li> <li>○ Knowledge of partnership</li> <li>○ Working between teaching schools and HEIs</li> <li>○ Knowledge of lesson study and joint practice development</li> <li>○ Knowledge of working with Apprentices</li> </ul>



	<ul style="list-style-type: none"> <li>○ Knowledge and understanding of budget management and financial systems</li> <li>○ Good ICT skills e.g. word processing, use of databases and Spreadsheets</li> <li>○ Evaluation skills of performance</li> <li>○ Knowledge and skill needed to develop effective partnerships with multiple contrasting organisations</li> </ul>	
Interpersonal & Communication Skills	<ul style="list-style-type: none"> <li>○ Excellent interpersonal, communication and presentation skills</li> <li>○ Leadership and management skills</li> <li>○ Good writing skills and the ability to produce concise and effective reports and guidance</li> </ul>	
Relevant Experience	<ul style="list-style-type: none"> <li>○ Experience of teaching in the relevant phase</li> <li>○ Current experience of school based teacher training</li> <li>○ Successful experience of line management, including performance management</li> <li>○ Successful experience of managing complex projects</li> <li>○ Evidence of highly effective time management skills</li> <li>○ Track record in initiative and innovation leading to positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>○ Successful experience of partnership working</li> <li>○ Experience in managing complex budgets</li> </ul>



Additional Requirements	<ul style="list-style-type: none"> <li>○ Self-motivating and resilient</li> <li>○ Ability to work collaboratively</li> <li>○ Positive and with a sense of purpose</li> <li>○ Approachable and sensitive to the needs of others</li> <li>○ Flexible in approach in order to meet the demands of the post</li> <li>○ A DBS check will be undertaken for the successful candidate</li> <li>○ Commitment to safeguarding and promoting the welfare of children, young people &amp; vulnerable adults</li> </ul>	
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date** / /