

## Job Description & Person Specification

### COURSE LEADER, MANCHESTER NEXUS SCHOOL-CENTRED INITIAL TEACHER TRAINING

#### PURPOSE OF POST

- To be a member of the senior leadership of Manchester Nexus based at The Blue Coat School, Oldham.
- To lead, manage, and quality assure the training provision for Nexus trainee teachers across the 5 strands, and ensure our trainees enjoy a rich, relevant, professional, research informed and practitioner-led programme and provision that will develop them as informed, skilled and reflective practitioners.
- To ensure that Manchester Nexus communicates its mission, values, strategy and standards clearly to all partners and stakeholders.
- To work with key officers and staff in the Cranmer Education Trust and The Blue Coat School particularly in relation to finance and budgets, HR policy and process, ICT systems and school organisation and communication.

**REPORTING TO:** SCITT Director and Deputy Headteacher

#### ROLE REQUIREMENTS

The post involves the need to visit partnership schools across NE Manchester and West Yorkshire/Kirklees, and our HEI partner Liverpool Hope.

#### RESPONSIBILITIES

- 1 To lead, manage, integrate and quality assure training provision across all 5 strands i.e.  
Immersive school-based training  
Professional studies training  
Subject Knowledge for Teaching programme  
Post-Graduate Certificate in Education  
Enhancements and Enrichment
- 2 To develop and maintain strong relationships with partner schools to ensure high quality school-based training at all appropriate levels, up to and including senior leadership.
- 3 To lead and manage phase-specific professional training, contributing to the strategic development of primary and secondary course content, and working with expert and informed CPD leaders in both phases to plan and develop training to meet trainees' needs. To network, identify and secure high-quality input from the partnership and beyond.
- 4 To ensure high quality, evidence-informed and up-to-date training for subject and professional mentors.
- 5 To manage the contract with the HEI provider for the PGCE ensuring quality of provision, integration with the other training strands, and value for money.
- 6 To attend HEI Steering Group meetings to contribute to the HEI quality of provision and use it to benchmark our provision.
- 7 To lead and develop the use of the Management Information System (PARAGON) across the partnership.

## Job Description & Person Specification

- 8 To organise processes and procedures relating to internal and external quality assurance of training and assessment.
- 9 To coordinate the ongoing self-evaluation for the Executive, governance and regulator (Ofsted).
- 10 To prepare and review data from evaluation and quality assurance reports ensuring key issues are acted upon.
- 11 To liaise with the Teaching Regulation Agency, DFE and other appropriate bodies as necessary.
- 12 To be responsible for the quality of the Partnership's ITE provision for any Ofsted inspection.
- 13 To manage the Assessment Board and recommend trainees for QTS.
- 14 To work with the Recruitment Lead to build relationships and develop networks which promote recruitment into ITE.
- 15 To support the marketing of Manchester Nexus at ITE recruitment events.
- 16 To work with the Recruitment Lead to ensure that the SCITT is publicising its work and marketing via social media.
- 17 To play a leading role in the selection of trainees.
- 18 To represent Manchester Nexus at School Experience and Taster days, lead on communicating re training and developing trainees.
- 19 To track and monitor SCITT NQTs into their NQT year and for 2 years thereafter.
- 20 To coordinate NQT surveys in December and June to inform SCITT provision and improvement planning.
- 21 To produce and implement clear, evidence-based self-evaluation documents, improvement plans and policies for the development of the SCITT's ITE programme.
- 22 To feedback to the Executive Board the reports of recruitment and selection, training assessment and impact of ITE training in the ITE year and NQT year.
- 23 To work under the direction of the Finance Director for the Multi Academy Trust to provide financial reports for the SCITT executive board.
- 24 To research and identify opportunities for income generation for the SCITT, writing and submitting bids where appropriate.

Initial Teacher Education is changing constantly. This job description is subject to change. We will ensure that any significant change is discussed with you before any final approvals or commitments.

You may be required by Manchester Nexus, or by The Cranmer Education Trust, to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business need.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

## Job Description & Person Specification

In your letter of application, please demonstrate how you meet these criteria.  
Do not include a curriculum vitae.

COURSE LEADER	How identified (L/I/R/P)
<b>Essential</b>	
<b>Educational Qualifications</b>	
University graduate with a minimum of 2:2 degree or equivalent experience: proof of qualifications is required	A/L/I
PGCE and Qualified Teacher Status	A/L/I
Right to work in the UK	A/L/I
2 satisfactory references	A/R
<b>Professional Knowledge and Experience</b>	
Outstanding practitioner as evidenced by student progress/outcomes/performance feedback	L/I/R
Significant, substantial and successful experience at middle or senior leadership level	L/I/R
Aware and knowledgeable about initial teacher training, how this is developing within the educational landscape, and about staff development at different career stages	L/I/R
<b>Desirable:</b> direct experience of ITE	L/I/R
A broad and up-to-date knowledge and awareness of educational research on developing teachers and pedagogy to maximise student learning and engagement	L/I/R
Track record of successful team leadership within a school	L/I/R
Experience of involvement in a leadership of effective and impactful collaborative working between and/or across schools	L/I/R
Experience of effective and successful project management and change management	L/I/R
Experience of monitoring, evaluation and analysis	L/I/R
Experience of working with data and building reports	L/I/R
<b>Desirable:</b> experience of PARAGON and /or CRM systems	L/I/R
<b>Personal and Professional Qualities</b>	
A strong commitment to quality in education – to raising the aspirations, achievements and life chances of all children and young people by ensuring that they have access to really good, committed teachers	L/I/R
Ability to build highly effective relationships with partners and stakeholders at all levels, including those at a senior level	L/I/R
Strategic, future-orientated, able to balance long and short-term horizons	L/I/R

## Job Description & Person Specification

Intellectually and organisationally agile and well-organised: open to new directions, continuously pro-active and thinking ahead, whilst planning and structuring what needs to be done to translate aspiration into reality	L/I/R
Outstanding communicator – persuasive and inspiring at a group level, with high emotional intelligence and influencing skills 1:1 and with smaller groups	I/R
A committed team player who can also work independently and ensure communication with the team	I/R
A good networker – flexible, receptive, persuasive	L/I/R
Resourceful and creative	L/I/R
Excellent time manager	L/I/R
Resilient	L/I/R
Intuitive	I/R
Tactful	I/R
Negotiation skills	I/R
Personal circumstances	
Personal flexibility	L/I
Full driving license with the ability to use a vehicle with appropriate insurance for business use. (mileage allowance)	L/I
A = Application L = Letter I = Interview R = Reference P = Presentation	

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview