

# THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE:	TEACHER IN CHARGE INITIAL TEACHER TRAINING
STATUS:	PERMANENT
GRADE:	TLR 2B
RESPONSIBLE TO:	VICE PRINCIPAL
RESPONSIBLE FOR:	Trainee teachers, NQTs, School Placement Student, PGCEs

## JOB PARTICULARS

- To be responsible for Initial Teacher Training
- To organise and run the Initial Teacher Training Programme
- To organise and run the team of in school Mentors allocated to trainees
- To deliver and coordinate weekly training sessions
- To standardise lesson observations with Mentors and external agencies
- To be responsible for termly reports and accurate reflection of teachers' progress towards QTS or NQT status
- To lead the recruitment and selection of SCITT and Schools Direct Salaried trainees, in liaison with SLT.
- To liaise with outside agencies and HTTP and keep up to date with any changes
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## OTHER DUTIES:

- Comply with any reasonable request from the Headteacher or senior leadership to undertake work of a similar level that is not specified in this job description
- To play an active role in the life of the school, upholding the values of the School and inspiring confidence in those in the staff

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:.....(Headteacher)

Date: \_/\_/\_

I acknowledge that I have seen and received a copy of the job description

Signed;.....(ITT Coordinator Coordinator/Manager)

Date: \_/\_/\_