

Job Description

Initial Teacher Training (ITT) Programme Lead



Responsible to:	Head of Department for ITT
Job purpose:	To develop, deliver, co-ordinate and manage the Initial Teacher Training Programmes at Scarborough Sixth Form College, in connection with the University of Huddersfield

Key Duties

Teaching Responsibilities:

Enable effective and enjoyable learning by students, through:

- ➔ Effective planning of lessons and use of resources
- ➔ Delivery of high quality teaching, based on best practice
- ➔ Providing feedback to students, including marking & assessment
- ➔ Organisation of trips and activities to enhance the curriculum
- ➔ Keeping up-to-date with teaching practices and with subject area
- ➔ Providing subject-specific support for individual students.

Centre Programme Manager Responsibilities:

Ensure effective management of teacher training programmes, from level 3 to level 7, in accordance with the requirements of the awarding organisation and the University of Huddersfield through:

- ➔ Being the formal link with the Consortium Director, Consortium Quality Lead, the DALO, University Registry, administrative and professional support colleagues in the School of Education and Professional Development at the University of Huddersfield
- ➔ Attend Network, ETC and course committee meetings, including nominating a deputy, and holding Course Team, Student Panel and Centre Committee meetings, ensuring minutes of meetings are documented
- ➔ Be responsible for essential course functions including admissions tutor, module leader, personal academic tutor or allocate to other team members as required
- ➔ Take responsibility for implementation, monitoring and development of course admissions policies, manage all programme admissions and applicant interviews
- ➔ Ensure all trainees are enrolled/registered with the University of Huddersfield or awarding organisation for the appropriate programme of study
- ➔ Ensure all trainees receive a full induction to their course, College and University policies, procedures and IT systems
- ➔ Ensure appropriate arrangements are made for pastoral care of trainees and assist with extenuating circumstances claims
- ➔ Track and monitor trainee progress, achievements and attendance and hold regular meetings to review progress
- ➔ Comply with all assessment and quality procedures required by the University of Huddersfield or awarding body, including compliance with moderation, internal and external verification
- ➔ Oversee recruitment and training/development of mentors, maintain a register of mentors and ensure quality assurance of mentor observations

- ➔ Undertake direct observation of trainees' teaching practice, providing constructive and developmental feedback to aid personal and professional development
- ➔ Complete the Annual Evaluation of Course Report(s)
- ➔ Develop and administer a marketing and recruitment policy for the College in relation to the teacher training courses
- ➔ Be a part of and contribute to the Colleges collaborative working group, Innov8ted
- ➔ Engage in regular research, scholarly activity and continuous professional development
- ➔ Undertake any other duties required to fulfil the requirements of the ITT Programme Lead role.
- ➔ Assist the College's Management Team in conducting observations of teaching staff
- ➔ Under direction of the Vice Principal, plan and deliver staff development sessions
- ➔ Be willing to teach on other study programmes (as appropriate to subject specialism) offered by the College to students aged 16-19 years

Departmental Responsibilities:

Contribute to the success of the department, through

- ➔ Contributing to departmental scheme of work
- ➔ Carrying out curriculum development work
- ➔ Constructive participation in departmental meetings
- ➔ Supporting colleagues and sharing resources/ideas.

Quality:

- ➔ Participate in professional development reviews and staff development activities.
- ➔ Contribute to college and departmental self-assessment / planning.

Responsibilities of all staff:

- ➔ Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
- ➔ Carry out administrative duties relevant to the post, including maintaining records and providing information/data
- ➔ Work within college guidelines and promote college values
- ➔ Give due consideration to Health & Safety and Equality & Diversity issues within all activities
- ➔ Maintain confidentiality regarding sensitive or personal information
- ➔ Carry out other duties as reasonably required by the Principal.

This job description is provided to assist the post-holder in knowing what their main duties are. From time to time these duties may be changed as the requirements of the job change.