



SCITT Hub Lead (Secondary)

JOB DESCRIPTION

Pay Grade: L1 – L5

Key Duties:

- Play an integral role the IL SCITT Senior Leadership Team with a number of SCITT wide responsibilities
- Lead on local ITT delivery through the Redhill SCITT
- Liaise with local Headteachers and senior leaders to ensure course and trainee outcomes are in line with needs of schools
- Financial management of local ITT operation
- Line Management of local SCITT team
- Oversee and support recruitment of trainees in line with local expectations
- Lead on trainee professional development and assessment of outcomes for Redhill SCITT.

Accountable to:

- SCITT Partnership Director
- Redhill Trust/TSA Lead
- CEO of Redhill Academy Trust
- Headteachers accessing ITT through the Redhill SCITT.

Outline of role and responsibilities:

SLT

- Form a key part of the IL SCITT SLT working alongside other Hub leads taking on a maximum of 2 SCITT responsibilities
- Contribute to SEF and SCITT IP processes
- Report termly to SCITT Partnership Board on the performance of Redhill SCITT operation
- Engage in cross SCITT QA activity
- Act as an advocate for IL SCITT and specifically for the Redhill SCITT.

Local ITT Delivery

- Plan a broad, effective ITT course and work alongside MAT/TSA colleagues to ensure quality of delivery
- Oversee and quality assure the secondary taught programme and subject specialism programme
- Liaise with other SLT members around SCITT course innovations
- Ensure effective placements are available for trainees within the partnership
- Create, plan and maintain an effective, coherent timetable for trainees on each course
- Ensure a high quality taught programme is planned, delivered and evaluated each year.

Working with other schools

- Consult with Teaching & Learning leads and ITT co-ordinators to ensure the course reflects the direct needs of engaged schools
- Liaise with HOFs and ITT co-ordinators for marketing, recruitment and interview purposes
- Report on trainee performance presenting themes and suggestions for course/experience improvement
- Ensure with MAT/TSA lead that local programmes reflect the priorities, vision and ethos of your local MAT/TSA.

Finance and Budgeting

- Responsibility for the setting of the budget and monitoring spend during the year
- Work with SCITT Partnership Director and RTSA Director to report on expenditure
- Form part of the SCITT financial review each year, sharing ideas and innovations.

Team Performance

- Line management, target setting and appraisal of all local team members
- Planning professional development for all staff in line with SCITT priorities
- Support and development for all involved in delivery of programmes ensuring best ITT practice is being developed linked to the Secondary National Curriculum, and National ITT Standards.





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Marketing and Recruitment

- Work with trust leaders to determine a local strategy for marketing each year
- Attend all marketing events representing the SCITT in a positive way to recruit trainees
- Work with the central SCITT team to support central marketing and planning in line with SCITT central vision
- Be responsible for the delivery of the SCITT central recruitment process, delivered locally reporting back on potential developments each year
- Agree annual recruitment targets and work with partner schools to achieve this target.

Trainee performance

- Train and develop Subject Specialist Leads and mentors across the partnership including moderation activities to ensure consistency of judgment of ITT standards
- Manage and conduct local assessment activity
- Provide pastoral support and pathways, ensuring the wellbeing of all trainees
- Work with SCITT colleagues to provide next steps to support any failing trainees.