



The Blue Coat School

## Job Description & Person Specification

SCITT Recruitment, Training and Quality Assurance Support

TPS + TLR3 £1600

### PURPOSE OF POST

- To be a member of the senior leadership of Manchester Nexus SCITT based at The Blue Coat School Oldham.
- To lead and manage the recruitment of trainee teachers to Manchester Nexus SCITT, from initial interest to commencement of training in September.
- To support in the planning and delivery of training
- To support in the Quality Assurance of all aspects of provision across the primary and secondary phases
- To ensure that our SCITT communicates its mission, ethos, offer and organisation clearly, accurately and persuasively.
- To manage the contract with our marketing company, and to ensure that the website is accurate, up-to-date and fully compliant.
- To work with key officers and staff in The Blue Coat School particularly in relation to Finance and budgets, HR processes and policy, ICT systems and school organisation and communication.
- To teach 12 hours across a fortnight.

### Reporting To

SCITT Course Lead (Assistant Head Teacher)

### ROLE REQUIREMENTS

The post involves some limited evening work for Teacher Information.... It involves travel across the area/region to recruitment events, partner meetings (e.g. with Liverpool Hope).

### RESPONSIBILITIES

1. To lead, manage and develop the SCITT's on-line presence to support its reputation and recruitment.
2. To publicise the SCITT at recruitment events in universities, schools, as organised by DFE, through employment fayres to make contact with potential career changers.
3. To network with professional associations and bodies to be able to influence teacher recruitment.
4. To plan, market, organise and manage taster days and School Experience days in Blue Coat and at partner schools, to ensure that potential applicants have a positive and realistic understanding of schools and teaching.
5. Working with HR colleagues to lead and manage the interview and selection process, ensuring compliance with deadlines, and client-care and communication throughout.
6. To ensure that all applicants awarded a place are eligible to commence: i.e. to take responsibility for compliance checks, subject knowledge enhancement, bursary applications.



7. To organise and, with the Course Lead, run Keeping in Touch days, analysing the different needs of trainees to ensure they have the necessary support and expertise and are ready and eager to start in September.
8. To manage the marketing budget.
9. To manage the contract with our marketing company.
10. To ensure that the website is up-to-date, engaging and compliant.
11. To support in the designing and delivery of training
12. To support with Quality Assurance processes
13. With the SCITT's SLT to develop the business plan, particularly the ITE targets, and how best these can be achieved, drawing on experience, evidence and analysis. To be responsible for the timely and accurate submission of recruitment targets/bids/achievement to the DFE.
14. To prepare reports and analyse data on recruitment as required by and for the SCITT Director, Strategic Board, CEO to the Multi Academy Trust, the DFE and Ofsted.
15. To be proactive and ready for change before it hits us; to keep abreast of national policy and potential developments in ITE recruitment, and research opportunities, potential challenges, and implications for our SCITT. To ensure the SLT and Strategic Board are kept informed.
16. To teach a timetable of 12 periods per fortnight, contribute to the department in line with this teaching commitment, and attend calendared departmental and CPD meetings in school.
17. To ensure as far as possible that classes and students are not disadvantaged by SCITT commitments – ie., being flexible and where necessary swapping with colleagues.

### *Personal and Professional*

1. To participate professionally in the school's performance management systems.
2. To take responsibility for personal professional development.
3. To take part in professional development activities and inset organised by the school.
4. To make an active contribution to the policies and aspirations of the school.
5. To contribute to whole-school activities and enrichment for students.
6. To undertake any other duty as specified by STPCB not mentioned.
7. To actively promote and comply with safeguarding and child protection legislation in all areas of responsibility and in line with school protocols.
8. To support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

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



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

SCITT Recruitment, Training and Quality Assurance Lead	How identified (L/I/R/P)
<b>Essential</b>	
<b>Educational Qualifications</b>	
University graduate with a minimum of 2:2 degree	A/L
QTS	A/L
<b>Experience</b>	
Experience of the organisation of Initial Teacher Education either as a mentor, professional mentor, or trainer	A/L/I/R
Has an understanding of ITE recruitment processes	A/L/I/R
<b>Values, qualities and skills</b>	
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	A/L/I/R
Ability to build relationships with, and across a team, and take a leadership role within the team to meet targets	A/L/I/R
Ability to build highly effective relationships with partners and stakeholders at all levels, including those at a senior level	A/L/I/R
Ability to work independently and self-manage	A/L/I/R
Highly organized and thrives on multi-tasking in a fast-paced environment with ambitious targets	A/L/I/R
Excellent presentation skills and high personal credibility	A/L/I/R
Skilled at persuasive writing and using a range of approaches/strategies to impact and influence	A/L/I/R
Experience of monitoring, evaluation and analysis in a previous role	A/L/I/R
Computer/IT skills and knowledge of Microsoft Office including Word, Excel, PowerPoint	A/L/I/R
Experience of working with data and building reports	A/L/I/R
<b>Desirable</b> – Experience of PARAGON and/or CRM systems	A/L/I
Social media-savvy for professional purposes to develop recruitment and build the positive and attractive appeal of Manchester Nexus, working also with our marketing company	A/L/I
Flexible and creative	A/L/I/R
Knowledge of or interest in Initial Teaching Training and how this is developing within the educational landscape	A/L/I
Engages with educational research and evidence informed practice	A/L/I



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Awareness of the wider educational context and the challenges that different schools – and their teachers – face	A/L/I
Takes ownership and is proactive; committed to excellent service provision now, and is alert to potential changes locally, regionally and nationally, bringing these to the attention of the SLT and Trust	A/L/I/R
Personal Circumstances	
Personal flexibility to enable the post holder to undertake out-of-hours work, including some weekends to facilitate recruitment events	A/L/I
Full driving license with the ability to use a vehicle with appropriate insurance for business use (45p per mile mileage allowance)	A/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