

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

**ASSISTANT PARTNERSHIP MANAGER (INITIAL TEACHER
TRAINING) (MATERNITY LEAVE)
INFORMATION FOR CANDIDATES**

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LETTER FROM HEADTEACHER

Thank you for your interest in joining us at Crispin. We believe that Crispin is a great school to be part of whether as a student or colleague. We are a friendly, inclusive, highly successful oversubscribed school of 1070 students who make strong progress academically, but who also receive a great many wider opportunities to learn in the fullest sense of the word.

Crispin is a popular school with a strong reputation. We unashamedly have high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. Visitors regularly refer to our students and colleagues very positively. Relationships between staff and students are a strength of the school and colleagues are committed to providing every opportunity for students to have a broad experience and to be successful. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. There is a sharp focus on learning and students receive excellent support. At all times we seek to be a compassionate institution.

It is important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support.

We have a wide ranging curriculum and have recently expanded the opportunities for students. We offer two Languages, a range of Arts and Technology options and have recently introduced new examination courses in areas such as Business, Health and Social Care, Media and Sport. Students have the opportunity to study Philosophy and in the upper years they have the opportunity to study our popular new course, Society, Relationships and Values. We have a good uptake of EBacc subjects but this sits alongside a commitment for students to retain a considerable degree of choice over which courses to follow. There are also a wide range of enrichment activities for students ranging from residential visits to school productions; sports to music; an enrichment week to work experience. We have recently expanded our 'Employability' programme considerably and we are also fortunate to have a successful Alumni Scheme.

We are proud of our vertical House system which is comprised of four Houses (Corvus, Falco, Sturnus and Tyto). This system allows for a wide range of opportunities for students from collaboration to competition, student leadership to support. All colleagues are members of one of the Houses.

We are fortunate to have a well-equipped site which includes extensive grounds, a range of curriculum area blocks and an astroturf pitch. Information Technology and Industry subjects are largely taught in the new purpose built Innovation Hub which opened in November 2020. This has been the most substantial development of the site since the opening of Crispin.

This post is a really exciting one and would be a great opportunity for the right candidate. Other than the basic details in the person specification, we do not have a pre-existing idea of what the successful candidate's career to date will have been. We realise that prospective colleagues will have a range of skills and experience and we would fully support the successful candidate to develop professionally. We are passionate about providing a wide range of opportunities for all colleagues and this is often referred to favourably by colleagues. Every year colleagues are seconded as Associate Assistant Headteachers, have the opportunity to join the Extended Leadership Team as well as a wide range of other opportunities to develop their careers.

The most important thing is that you are passionate about assisting in the leadership of Initial Teacher Training in the Mid-Somerset Consortium (MSC). Above all else you should be:

- An excellent, reflective and caring individual.
- Always seeking to maximise the success and happiness of trainees.

- A colleague with the highest expectations of what all members of the school community and MSC trainees are capable of.
- Relishing the opportunity of ensuring MSC trainees develop into highly effective teachers.

Should you require any further information and would like to discuss the post do not hesitate to contact Sarah Lewis, The MSC Partnership Manager by email: slewis@mscitt.org.uk

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

After reading through the application information pack I hope you decide to apply for the post and I look forward to reading your application.



Paul Reddick
Headteacher



LETTER FROM PARTNERSHIP MANAGER

Thank you for expressing an interest in working with the Mid Somerset Consortium for Initial Teacher Training. We believe that the MSC is an excellent training provider which fully prepares graduates to become successful Newly Qualified Teachers. We are a friendly, fully inclusive and highly successful SCITT working in partnership with secondary schools across Somerset and North Dorset to deliver high quality school centred teacher training to approximately 45 trainees each year.

The MSC offers a variety of routes, salaried and fee paying, through to Qualified Teacher Status (QTS). In addition to providing its own SCITT placements it also works with the North Dorset Teaching Schools Alliance to deliver its School Direct programmes. The MSC also offers Assessment Only as a route for teachers currently working unqualified. The aim of the MSC is to train outstanding teachers who will go on to work in our local schools. QTS trainees may also study for a Post Graduate Certificate in Education. This is accredited by Bath Spa University, whilst most of the delivery for this is provided by BSU, trainees are offered 'in house' support with their assignments via 1-2-1 tutorials with MSC staff.

The MSC's training centre and offices are based at Crispin. Trainees are placed at schools within the partnership and attend weekly professional training sessions (Tuesdays) at Crispin throughout the programme which runs from 1st September until 30th June. The majority of professional training is generic teaching and learning with the whole cohort which is composed of trainees specialising in a range of subjects e.g. maths, English, computer science, modern foreign languages, PE, psychology, drama, music, science, design technology, geography and history. The Partnership Manager and Assistant Partnership Manager contribute to the professional training but some sessions are also designed and delivered by current practitioners working in MSC partnership schools. Some Tuesday sessions are subject specific training; the MSC contracts subject specialists, mostly current practitioners working in partnership schools, who run these sessions focussing on subject specific pedagogy.

We work very closely with our partnership schools and key personal. Effective and helpful communication is central to making this partnership a success. We run mentor training for our schools and communicate with them weekly. We are quick to respond to any issues and to offer advice. We will travel out to schools to support them and their trainees when required,

All trainees are visited in their home schools in November and April and second schools in January by MSC tutors. MSC visiting tutors are contracted to undertake these visits. Most MSC tutors are recently retired teachers with many years of experience working with new teachers. The Assistant Partnership Manager would be expected to conduct some of these visits. The visits quality assure the school placements and offer support to trainees, mentors and Initial Teacher Training Coordinators (ITTCs) within the partnership.

Your most important attributes will be a passion and deep understanding of effective teaching and learning. Importantly you will also need:

- Excellent communication skills
- Good levels of diplomacy
- A caring and considerate personality

Should you require further information about this post please do not hesitate to contact me at slewis@mscitt.org.uk.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

After reading through the application information pack I hope you decide to apply for the post and I look forward to reading your application.



Sarah Lewis
Partnership Manager



ADVERT

Assistant Partnership Manager (Initial Teacher Training) 0.6 FTE, Maternity Cover

Salary: MPS/UPS Qualified Teachers' Scale. (Teachers' Terms and Conditions)

Start date: 1 September 2021 until 31 August 2022 (or earlier depending on the return of the postholder).

Based at Crispin, Church Road, Street, BA16 0AD.

Crispin is seeking an enthusiastic, outgoing and hard-working Assistant Partnership Manager to work with the current Partnership Manager to deliver high quality, school led, initial teacher training.

The Mid Somerset Consortium is a secondary phase School Centred Initial Teacher Training provider (SCITT) based at Crispin in Street. It works in partnership with secondary schools across Somerset and North Dorset to deliver high quality school centred teacher training to approximately 45 trainees each year. It was rated as outstanding by Ofsted during its last inspection in January 2013.

The MSC offers a variety of routes through to Qualified Teacher Status (QTS). In addition to providing SCITT placements it also works with the North Dorset Teaching Schools Alliance to deliver School Direct programmes. The MSC also offers Assessment Only as a route for teachers currently working unqualified. The aim of the MSC is to train outstanding teachers who will go on to work in our local schools.

Trainees are placed at schools within the partnership and attend weekly professional training sessions (Tuesdays) at Crispin throughout the programme which runs from 1 September until 30 June. The majority of professional training is generic teaching and learning with the whole cohort which is composed of trainees specialising in a range of subjects e.g. Maths, English, Computer Science, Modern Foreign Languages, PE, Psychology, Drama, Music, Science, Design Technology, Geography and History. The Partnership Manager and Assistant Partnership Manager contribute to the professional training but some sessions are also designed and delivered by current practitioners working in MSC partnership schools. Some Tuesday sessions are subject specific training; the MSC contracts subject specialists, mostly current practitioners working in partnership schools, who run these sessions focussing on subject specific pedagogy.

Alongside QTS trainees may also study for a Post Graduate Certificate in Education. This is accredited by Bath Spa University, whilst most of the delivery for this is provided by BSU, trainees are offered 'in house' support with their assignments via 1-2-1 tutorials.

All trainees are visited in their home schools in November and April and second schools in January by MSC tutors. MSC visiting tutors are contracted to undertake these visits. Most MSC tutors are recently retired teachers with many years of experience working with new teachers. The Assistant Partnership Manager would be expected to conduct some of these visits. The visits quality assure the school placements and offer support to trainees, mentors and Initial Teacher Training Coordinators (ITTCs) within the partnership. Reports are returned to the partnership manager who will follow up any issues with trainees or schools.

Role Description and Responsibilities

The Assistant PM will work alongside the current Partnership Manager to deliver all elements of the programme. The role is 0.6 full time equivalent, specific roles and responsibilities will be determined post

appointment and will be dependent on the successful applicant's experience, skills and expertise. It is an expectation that the assistant partnership manager will:

- Travel to partnership schools when the need arises to undertake duties associated with the role.
- Plan and deliver some of the MSC's Professional Training.
- Interview candidates with Partnership Schools for places on the training course.
- Attend Train to Teach events (max. two per year).
- Attend and deliver elements of mentor and ITTC training with the Partnership Manager.
- Support trainees with their level 7 PGCE assignments (if the candidate holds a master's degree or doctorate)

The pattern of working hours across the week has not been predetermined except that the successful candidate would need to work on Tuesdays. The ability to work flexibly would be an advantage but is not essential.

The MSC is committed to safeguarding and promoting the welfare of children and young adults. The successful candidate will need to undertake an enhanced disclosure via the DBS.

For further information please contact Sarah Lewis (Partnership Manager), email: slewis@mscitt.org.uk.

To apply for this post, please submit the following:

- Completed application form.
- Covering letter. This should be no more than one side of A4 and, given the context of the job description, provide an outline as to why you have applied for this post.
- To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Closing date for this post: 10:00 on 19 April 2021. Interviews to be held week commencing 26 April 2021.

Crispin is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

MSC INFORMATION

The Mid Somerset Consortium

The Mid Somerset Consortium was established as a SCITT in 2012, prior to that it was an Employment Based Initial Teacher Training (EBITT) provider which was graded as 'outstanding' by Ofsted. The MSC works with the majority of secondary schools across Somerset to recruit and secure training places for its trainees. Trainees spend 4 days per week in school working within a specialist department and are 'released' on Tuesdays to attend centralised professional training at Crispin School. Trainees have a dedicated subject specific mentors in school who meet with them weekly and support the trainees to meet the teachers' standards. Each trainee also has a dedicated Initial Teacher Training Coordinator within the school who oversees all trainees within that school and meets with them fortnightly.

Partnership is at the heart of everything that we do. We work hard to develop effective working relationships with our schools based on mutual respect and collaboration.

Curriculum

The MSC's curriculum is problem centred and process focussed. The majority of the trainees' programme is delivered in school through planning, teaching and evaluating lessons. Support is given via mentor and ITTC meetings, lesson observations, lesson feedback and working within a department. The MSC's professional training is designed to complement and support trainees to 'problem solve' in school by helping them to understand the underpinning theory of teaching and learning and by offering solutions which they can try out in practice. Trainees also complete a number of problem focussed, subject specific tasks which develop their understanding and demonstrate their competence.

All trainees work toward Qualified Teacher Status (QTS) with the majority also working for their Post Graduate Certificate in Education (PGCE). Both qualifications are pass/fail.

Opportunities

The role of Assistant Partnership Manager is multi-faceted and will enable the successful candidate to experience a wide range of opportunities

- Contributing to the design and delivery of an up to date and relevant professional training programme for trainees.
- Contributing to the design and delivery of mentor and ITTC training.
- Working with school partners to recruit high quality trainees.
- Working with trainees and mentors in school to judge the impact of teaching on pupil learning.
- Interviewing and recruiting candidates.
- Supervising and marking trainees' portfolio tasks and submissions.
- Supporting trainees with their level 7 PGCE assignments.
- Collaborating with other regional ITT providers.

It offers a great opportunity for candidates to enhance their understanding of teaching and learning and to work with colleagues across a spectrum of schools and subjects.

WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer. Clarks still has its headquarters in Street but shoes are no longer manufactured in the town. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Assistant Partnership Manager for Initial Teacher Training (Maternity Cover)
Purpose:	To work with the current Partnership Manager to deliver high quality, school led, Initial Teacher Training.
Reporting to:	Partnership Manager
Liaising with:	MSC Management Board, MSC Office Staff, School Senior Leadership Team, Trainees, School Staff
Working Time:	
Salary/Grade:	MPS / UPS Qualified Teachers' Scale (Teachers' Terms and Conditions)
Disclosure level:	Enhanced
Main (Core) Duties:	

- To share, with the Partnership Manager, the delivery of the Mid Somerset Consortium's Initial Teacher Training programme.
- To contribute to all aspects of the training programme, work with the partnership manager to help identify areas for development and plan for improvement. To work collaboratively with partners to implement change and secure high quality outcomes.
- To monitor trainees' progress with the Partnership Manager and take appropriate action if required to secure successful outcomes.
- To support and direct trainee teachers in all aspects of their professional studies.
- To provide support to school partners to enable them to effectively deliver high quality teacher training in the school setting.
- To work with school teaching alliances to secure high calibre candidates for the MSC's teacher training programme.

Duties:

Training programme

- To plan, resource and deliver high quality professional training sessions.
- To deliver mentor and ITTC training.
- To review and give feedback on trainees' portfolio tasks which form part of their evidence for the award of QTS.
- To attend and contribute to management board meetings.
- To support trainees with their PGCE assignments
- Supporting trainees on teaching placements
- To visit trainees, mentors and ITTCs in schools to support the aims of the ITT programme and to ensure high standards of training provision.
- To visit NQTs in their employing schools and support where necessary.
- To plan and deliver mentor and ITTC training as necessary.

Recruitment:

- To review and assess candidates' UCAS applications.
- To interview candidates for the MSC's and other SD partners' ITT courses.
- To attend and present at open evenings and train to teach events.

Quality of programme:

- To analyse available data with the Partnership Manager and use this to strategically plan for improvement.
- To contribute to the writing of the Self-Evaluation Document.
- To contribute to, and be responsible for, some aspects of the MSC's yearly Improvement Plan.
- To work with partnership schools' ITTCs and the MSC Management Board to secure successful outcomes for trainees.

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

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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



PERSON SPECIFICATION

Description

Qualifications

Essential

- Qualified Teacher Status
- Honours Degree
- PGCE

Desirable

- Further academic qualification e.g. Master's Degree in Education.

Experience

Essential

- Recent (last 3 years) teaching experience in secondary phase in state funded sector.
- Working in the ITT sector e.g. Subject Leader, Visiting Tutor, Mentor or ITTC etc.
- Planning and delivering training to new teachers.
- Evaluation of teaching and learning against the Teachers' Standards.
- Interpretation of the Teachers' Standards for new teachers.
- Working collaboratively with school leaders.

Desirable

- Working on a SCITT programme.

Knowledge and Skills

Essential

- Knowledge of current education legislation, priorities and trends.
- Understanding of how young people and adults learn.
- Understanding of Quality Assurance processes.
- Knowledge of Ofsted criteria for evaluating learning and teaching.
- Knowledge of the MSC's ITT programme.

Desirable

- Responsibility for leading an educational issue.
- Knowledge of current developments within Initial Teacher Training.
- Involvement in marketing and recruitment events

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to the importance of coaching and restorative justice
- Commitment to inclusive education
- Commitment to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- Ability to inspire and challenge
- High levels of personal organisation
- Ability to communicate effectively
- Ability to use data effectively to secure further improvement
- Commitment to promoting equal opportunities
- Ability to form positive relationships with colleagues from different organisations
- Commitment to school/college improvement through the training of teachers
- Flexibility to respond to the changing needs of schools/colleges
- Sense of humour
- Excellent interpersonal skills
- Current driving licence
- Willingness to travel to partnership schools
- Ability to think creatively
- Problem solving skills
- Good attention to detail

Desirable

- Ability to supervise Masters level PGCE assignments.