

North East Partnership SCITT Director

Job Title

SCITT Director

Job Purpose

To assume overall responsibility for the North East Partnership SCITT on behalf of John Spence Community High School

Job Content

Vision and Values

- Setting the vision and values for the SCITT and being responsible for its strategic development
- Ensure that the SCITT works within the regulations, criteria and statutory guidance governing ITT, including the implementation of the recruitment and retention strategy to raise teacher quality and effectiveness and the OFSTED framework
- Monitor the ITT landscape and respond to developments to ensure that the SCITT is always in a strong and viable position
- Understand the roles and reporting mechanisms of key organisations, for example DfE, UCAS, SLC, OIA, NASBTT, University of Northumbria
- Develop strong relationships with external partners, including Teaching School Hubs, MATs, Recruitment Agencies, AfPE, YST
- Develop strong relationships with key staff in partnership schools, including Head Teachers, Professional Tutors, Subject / School Based Tutors
- Ensuring the programme meets Ofsted and ITT requirements for all components
- Remaining up to date with Ofsted frameworks and ensuring inspection readiness

Leadership and Management

- Lead the Core SCITT Team (Deputy SCITT Director, Primary Lead and SCITT Business Manager)
- Manage the Academic Marking Team
- Overall leadership, design and implementation of the SCITT programmes
- Oversee the training and support for mentors in partnership schools
- Overall responsibility for SCITT placements
- Lead staff development for the SCITT core team, link tutors and school based mentors
- Ensure rigorous quality assurance systems are in place, including the use of trainee feedback, that lead to high quality trainee outcomes and continuous improvement

Recruitment, Selection and Employment

- Lead a strategic marketing campaign to secure high quality applicants
- Strategic development of selection procedures in collaboration with partnership schools
- Liaison with partnership schools to support local and regional recruitment
- Build relationships with non-partnership schools in the region and nationally to secure routes into employment
- Lead the SCITT Business Manager, core staff and staff from partnership schools to recruit applicants to the secondary and primary courses and prepare them for the start of their training year
- Ensuring full compliance to safer recruitment of SCITT applicants
- Play a lead role in supporting trainees to secure employment at the end of their training year, including marketing courses and trainees to potential employers, supporting the application process and writing references

Curriculum Design and Delivery

- Design and manage the secondary and primary curriculum in line with the ITT Core Content Framework and the relevant OFSTED Framework; this includes working with a range of delivery partners
- Contribute to the delivery of the curriculum for secondary and primary programmes
- Keep up to date with developments in schools and new research to ensure that curriculums remain current
- Design assignments ensuring compliance with the University of Northumbria and ITT guidelines
- Support the Deputy SCITT Director and Primary Lead in their roles to secure and manage secondary and primary placements

Quality Assurance & Course Documentation

- Review and update key documentation on an annual basis, including year overviews, detailed programmes, programme handbooks, partnership agreements, self-evaluation documents and improvement plans
- Quality assurance of recruitment and selection, curriculum design and delivery, professional placements, academic assignments, assessment procedures and grading of trainees
- Review policies and procedures alongside the SCITT Business Manager on a rolling cycle
- Ensuring effective moderation to the assessment board based upon evidence
- Track trainee progress throughout the year and ensure that all are supported and challenged as appropriate
- Report on NQT progress and track employment locations of RQTs and alumni

Finance

- Leadership of budget planning, monitoring and reporting alongside the SCITT Business Manager
- Authorisation of all contracts, payments and orders
- Coordination and validations with Student Loans Company
- Leading the development of the finance and business model
- Source opportunities to generate additional income

Accountability

- Report to the Headteacher of John Spence Community High School
- Presenting academic marks to the assessment board at Northumbria University
- Report termly to the Management and Finance Committees
- Report annually to the Full Governing Body of John Spence Community High School

This is not intended to be an exhaustive list of duties and will be subject to review by the line manager in consultation with the post holder.

Reporting to:	Accounting Officer (Head Teacher, John Spence Community High School)
Working time	Full Time
Salary:	Leadership Scale 7-10 £49019 - £52723
Disclosure level:	Enhanced

Person Specification

	Essential	Desirable
<i>Qualifications, Education, Training</i>	Degree and teaching qualification QTS Recent relevant in-service training	Post-graduate qualification Professional qualification e.g. NPQH/ NPQSL/Masters
<i>Relevant Experience</i>	Successful leadership within a substantial middle or senior management role within school or ITT provider Experience of initial teacher training Experience in school self-evaluation and development planning within a school or ITT context Substantial and successful work within professional development Evidence of a contribution to wider educational issues Experience of collaborating with/supporting other schools	Physical Education specialism Engagement in research Experience of working in a Teaching School Experience with writing and submitting successful bids Experience and understanding of managing strategic communications and marketing Experience of inspection under OFSTED ITT Framework
<i>Knowledge, Skills, Abilities</i>	Understanding of the wider education landscape and the opportunities and challenges it brings Understanding of what constitutes high quality teaching Very good oral and written communication skills Excellent ICT skills Ability to generate enthusiasm for teaching and for learning in general Proven track record and ability to: <ul style="list-style-type: none"> • Work as part of a team • Lead and motivate others • Plan, organise, review and adapt • Lead INSET 	
<i>Leadership and Management</i>	Understanding of the importance of governance and strategic partnerships Ability to innovate, manage change and lead growth Ability to confront and resolve problems Ability to work well under pressure Ability to formulate, monitor, evaluate and review plans and policies Understanding of how to manage sustainable business growth Commitment to further training and a willingness to participate in relevant CPD e.g. facilitation	Track record of significant budget responsibility

<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	
<i>Others</i>	<p>Flexibility and a willingness to be involved in change</p> <p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour</p> <p>To be prepared to work flexibly outside the school hours</p>	