



Job Title:	Assistant Headteacher: Director of the Alban Federation
Accountable to:	Chair of Alban Federation
Accountable for:	Leading ITT recruitment and training across the federation of schools

Core Purpose:

To lead Initial Teacher Training (ITT) provision across the Alban Federation (ITT Awarding body)

Hours of working:

Full-time based at Sandringham School

Key Tasks

- Act as the lead for ITT for the Alban Federation
- Hold strategic responsibility for ITT activities and preparation of the Alban Federation development plan
- Ensure that the Federation operates in compliance with the latest Requirements for ITT as set out by the Department for Education
- Act as a key point of contact for all ITT networking including with the Department for Education
- Plan the training delivery programme for the year and arrange for the delivery of the training to both primary and secondary trainees
- Manage a team of training facilities to help with delivery of the training programme
- Provide training for mentors, in relation to their needs
- Work with the Professional Mentors to organise the professional studies programme
- Work in conjunction with Sandringham School Academy Trust Finance Manager to manage funding resources
- Observe all trainees over the course of their training both directly and using additional observation mentors; provide feedback and support development of trainees
- Oversee quality control mechanisms to ensure all training meets our agreed standards
- Oversee selection and recruitment of ITT placements in conjunction with partner schools for each new academic year
- Organise meetings of the lead steering group of heads and professional mentors
- Complete an annual audit of activity in the form of our Self Evaluation Document
- Keep up to date on all latest ITT developments the National Agenda and Ofsted. Use this knowledge to help advise heads and professional mentors on how to further improve ITT delivery
- Ensure the Alban Federation is fully compliant with Ofsted ITT requirements
- Develop and maintain links with other accredited providers

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.