



## Application Pack

# Head of Associated Merseyside Partnership SCITT (AMP SCITT)



## Lydiate Learning Trust

**Closing Date:** 21<sup>st</sup> May 2019 (8:00am)  
**Start Date:** 1<sup>st</sup> September 2019  
**Salary:** L11 – L14 (£51,234 - £55,064)  
**Contract Term:** Permanent



## ENGAGE, ENABLE, EMPOWER

***“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”***

### **We do this by...**

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

# Welcome



Dear Applicant,

Thank you for your interest in the position, of Head of AMP SCITT. This pack has been designed to provide you with all the information required to submit an application. We hope it answers all of your initial questions, but, if not, please do not hesitate to contact us and we will endeavour to answer your questions or host a phone-call to discuss the role.

School leaders and governors of Lydiate Learning Trust, working closely with Holy Rosary Teaching School, are looking to appoint a new full-time, permanent Head of AMP SCITT.

This vacancy has arisen due to the retirement of the current post holder.

The Associated Merseyside Partnership SCITT (AMP) is a strong and collaborative partnership of schools and colleges leading school-led teacher training in the wider Merseyside area with a number of distinctive features that contribute to diversity and choice for trainees.

We have an excellent training and employment record. Our most recent cohort maintained our 100% pass rate with a grading of good or outstanding. We have maintained our record of 100% of AMP trainees employed in the teaching profession for the start of the new school year.

The wide variety of partner schools is a major strength of the consortium. AMP offers trainees a teaching experience in a mixed comprehensive, an 11-18 school, a Roman Catholic school, a pupil referral unit, a studio school, a Special School or an Academy. The range of subject specialisms and awards to be found within AMP is exceptional.

In short AMP has friendly, well-equipped schools that offer a wide range of educational experiences and understand the needs of Initial Teacher Training.

If you feel you are up to the challenge, keen to do well and would enjoy leading AMP SCITT, then we look forward to hearing from you. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

**Ann Stahler**  
CEO Lydiate Learning Trust

**John Graham**  
Chair of Lydiate Learning Trust

***“SCITT Leaders relentlessly pursue their vision to provide a continuous supply of highly skilled teachers for schools in the partnership and across the North-West” OFSTED, Nov 2017***

## We Offer

- A SCITT with a strong vision and ethos;
- An opportunity to develop your career within the supportive environment of Lydiate Learning Trust;
- Fantastic students and staff who are keen to do well, hardworking, enthusiastic and supportive;
- A supportive and aspirational community;
- A bespoke CPD programme;
- An opportunity to work with the other Lydiate Learning Trust Schools and Partnership Schools.

## How to Apply

**The position is required for 1 September 2019**

**Closing Date:** 8:00am, Tuesday 21<sup>st</sup> May 2019

**Shortlisting:** Tuesday 21<sup>st</sup> May 2019

**Proposed Interview Dates:** Thursday 23<sup>rd</sup> May 2019

**Please submit a full application form and a letter supporting your application (Max 2 sides of A4) to [recruitment@lydiatelearningtrust.co.uk](mailto:recruitment@lydiatelearningtrust.co.uk) quoting Heads of AMP SCITT in the subject line.**

## Safeguarding

To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the employment opportunities page of the Deyes High School website.

## Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you return an equal opportunities monitoring form and return it with any application you make to LLT.

## Job Description

### Head of AMP SCITT

<b>Purpose:</b>	The Head of AMP SCITT will lead the strategic and operational development the SCITT. The Head of SCITT will work alongside the CEO/Executive Headteacher to develop the vision, scope and remit of the SCITT. They will work to develop partners and partnerships and to expand the client base of the SCITT. They will work with leaders and teachers to meet the vision and goals of the SCITT across the Partnership and beyond. They will work closely with Holy Rosary Teaching School Alliance in the delivery of ITT.
<b>Location:</b>	<b>AMP SCITT - Deyes High School</b>
<b>Reporting to:</b>	<b>CEO/Executive Headteacher</b>
<b>Responsible for:</b>	<b>AMP Coordinators, AMP Trainees, AMP NQT's</b>
<b>DBS Check:</b>	The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.
<b>Salary</b>	<b>L11—L14 (£51,234—£55,064)</b>

## Core Duties

### Main Activities

- To be responsible for the Strategic Plan and sound financial operation of the SCITT.
- To line manage the SCITT team regarding the oversight of the day-to-day management of the SCITT including staffing.
- To be responsible for the delivery of Initial Teacher Training and to support the Holy Rosary Teaching school Alliance needs/ targets.
- To design, develop, lead and bring to market innovative professional development programmes for in-service teachers and leaders as well as trainee teachers.
- To expand the remit of the SCITT ensuring long-term financial viability.
- To support the development of effective pedagogy in all LLT and partnership schools.
- To ensure quality assurance on all aspects of operation.

### Strengthening community

- To build a distinctive SCITT culture, which takes account of the richness and diversity of the Partnership School's communities.
- To ensure a range of community-based learning experiences.
- To contribute to the development of the education system by sharing effective practice, working in partnership with the National

## Core Duties

### Shaping the future

College and Chartered College, DFE, partners and Teaching Schools and promoting innovative initiatives and networks.

- To ensure that the SCITT promotes effective links across Lydiate Learning Trust schools and partners, Chartered College of teaching and the wider SCITT Partnership and continues the development of close liaison with other primary & secondary schools.
- To ensure that the SCITT offers an appropriate breadth of services.
- To co-operate and work with relevant agencies to protect children and young people.
- Encourage trainees to actively support in all partnership and Trust schools.

The post holder will be responsible, alongside key stakeholders, for developing a vision for SCITT which inspires and motivates the partner schools and community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders.

- Contribute to the development and use of technologies for learning and teaching.
- Design and develop innovative training and support programmes SCITT activities.
- Contribute to leading-edge developments in teaching and learning and support for teaching and learning.
- Initiate, lead and monitor Action Research projects.
- Work on their own initiative to bring emerging practice to the attention of the SCITT, Trust and partner schools.
- Work on their own initiative to bring leading-edge activities to SCITT, Trust and partner schools.

### Strategic direction and development of the SCITT

The post holder will be responsible for working with the CEO/Executive Headteacher of Deyes High School, Holy Rosary Teaching School and SCITT partners, to develop a strategic view for the SCITT, to analyse and plan for future needs within the local, national and international context.

- To formulate overall aims and objectives for the SCITT and implementation plans.
- To create an ethos and provide educational vision and direction which secures effective relationships between SCITT partners.
- To develop with partners all SCITT plans, policies and operations.
- Secure the commitment of the wider community to the vision and direction of AMP SCITT to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing SCITT improvement.
- To ensure that all those involved in the SCITT are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the SCITT.
- To ensure that the management, finance, organisation and administration of the SCITT support its vision and aims.
- To manage complex projects involving a range of stakeholders.
- To ensure that policies and practices take account of national and

## Core Duties

### Leading, Learning and Teaching

local data and inspection research findings.

- To monitor, evaluate and review the effects of policies, priorities and targets of the SCITT in practice and take action if necessary.

The post holder will be responsible for working with the SCITT and partners to secure and sustain effective teaching and learning throughout and to monitor and evaluate the impact of the SCITT on teaching and standards of students' achievement, using benchmarks and setting targets for improvement.

- To promote a stimulating style of learning, high quality pedagogy and high standards.
- To ensure that high quality learning and high quality service delivery is at the centre of strategic planning and resource management.
- To lead, establish, cascade and embed creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support throughout the SCITT.
- To demonstrate and articulate high expectations and set ambitious targets.
- To contribute to creative curriculum design and development.
- To ensure an effective and rigorous assessment framework is used to evidence the work of the School and SCITT.
- To take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of students and to support and enable improvements in the quality of teaching.
- To monitor, evaluate and review practice and promote improvement.

### Operational and Strategic Planning

- To lead the development of appropriate training programmes, resources, assessment and quality assurance in the SCITT.
- The day-to-day management, control and operation of course provision within the SCITT including effective deployment of staff and physical resources.
- To actively monitor and follow up trainee progress.
- To implement SCITT Policies and Procedures, e.g. Absence, Cause for Concern, Equal Opportunities, Health & Safety, FOI, discipline, code of conduct, e-safety etc.
- To lead and manage the allocation and recruitment of trainee places ensure that trainee numbers meet the strategic plan of the SCITT
- To work in conjunction with Vantage to foster and oversee the application of paragon including the development of e portfolios materials.
- To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the SCITT are in-line with national requirements and are updated where necessary, therefore liaising with the Trust Finance Director.

### Leading and managing staff

The post holder will be responsible for leading, motivating, supporting, challenging and developing staff to secure improvement.

- To maximise the contribution of staff to improve the quality of



## Core Duties

### Efficient and effective deployment of staff and resources

service delivery.

- To plan, allocate, support and evaluate work undertaken by and on behalf of the SCITT.
- To implement and sustain effective systems for the management of staff performance.
- To participate in arrangements for performance management.
- To ensure that staff working on behalf of AMP SCITT are appropriately trained, monitored, supported and assessed.

The post holder will be responsible for deploying people and resources efficiently and effectively to meet specific objectives in line with the SCITT's strategic plan and financial context.

- To work with the SCITT partners and senior colleagues to recruit, deploy and develop staff of the highest quality.
- To advise the SCITT partners and implement decisions in relation to staffing.
- To advise the SCITT and partners on the adoption of effective procedures to deal with the competence and capacity of staff.
- To advise SCITT and partners on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the activity and health and safety regulations.
- To make arrangements, if so required, for the security and effective supervision of buildings and/or buildings used by the SCITT.
- To undertake Health and Safety responsibilities.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially activity.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

### Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the SCITT on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the SCITT.
- To produce reports on trainee outcomes.
- To provide the Management and Executive committees with relevant information relating to the SCITT performance and development.

### Accountability

The post holder will be accountable for the efficiency and effectiveness of the SCITT to the CEO/Executive Headteacher, Trust Board of Lydiate Learning Trust and the LGB of the SCITT.

- To provide information, objective advice and support the SCITT and Holy Rosary Teaching School Alliance to meet its responsibilities in achieving the National Key Performance Indicators for Teaching



## Core Duties

### Marketing and Liaison

- Schools and for achieving efficiency and value for money.
- To create and develop an organisation in which all SCITT partners and staff recognise that they are accountable for the success of the SCITT.
- To present a coherent and accurate account of the SCITT's performance in a form appropriate to a range of audiences, including the DFE, Ofsted and Governors.
- To ensure the SCITT is marketed correctly on UCAS to ensure Recruitment of quality trainees
- To contribute to the SCITT liaison and marketing activities e.g. the collection of material for press releases.
- To lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of teacher training at train to teach events.
- To actively promote the development of effective teacher training links with external agencies.

### ITT Development

- To oversee and lead training and coaching developments for the whole SCITT.
- To keep up to date with national developments teacher training
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the DFE through compliance procedures
- To ensure that the development of teacher training in AMP is in line with national developments and judged to be compliant.

### Curriculum Provision

- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

### Other Duties

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

The above requirements are specific to the role and complement the current duties of this role.

## Person Specification

### Head of AMP SCITT (To Be Completed)

#### A. Qualifications

Qualified Teacher Status	A, I
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#### B. Further qualifications/professional development

Recent, relevant in service training in current educational practice including the leadership of T&L	A, I
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Knowledge and understanding of pedagogy	A, I
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Knowledge and understanding of school systems locally and nationally	A, I
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#### C. Experience and knowledge

Considerable experience in Teaching training and development	A, I
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Successful experience in leadership and management within teacher training	A, I
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Experience of establishing an appropriate budget for teacher training	A, I
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Experience of partnership working with schools in the primary and secondary sector, training agencies, teaching schools external agencies etc.	A, I
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#### D. Skills and Abilities

To develop and implement the SCITT vision and values	A, I
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To provide inclusivity and diversity within a framework of British values	A, I
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To develop a culture for learning and set high expectations for achieving success	A, I
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To lead and manage the SCITT in its entirety within an environment of high accountability	A, I
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To deal effectively with underperformance in accordance with SCITT policies and procedures	A, I
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To understand and interpret data to inform effective decision making	A, I
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To maintain a clear financial overview of the SCITT	A, I
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To seek and maintain effective multi-agency partnerships and collaboration, to share and disseminate best practice throughout the SCITT and beyond	A, I
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To strategically develop and expand the SCITT as appropriate	
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To fully understand and staff abreast of national and local teacher recruitment and retention strategies	
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To have a thorough understanding of self-evaluation and improvement	
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## E. Other

Evidence of personal motivation

The ability to form and maintain relationships

Evidence of emotional resilience

The ability to effectively implement safeguarding legislation and develop a safeguarding awareness, risk assessment and management A, I

Ability to coach and develop all staff and trainees appropriately

Evidence of implementing equal opportunities and other legislation essential for the health, safety and well-being of the community

## F. Confidential references

Positive recommendation from all referees, including current employer

E

A = Application Form

I = Interview