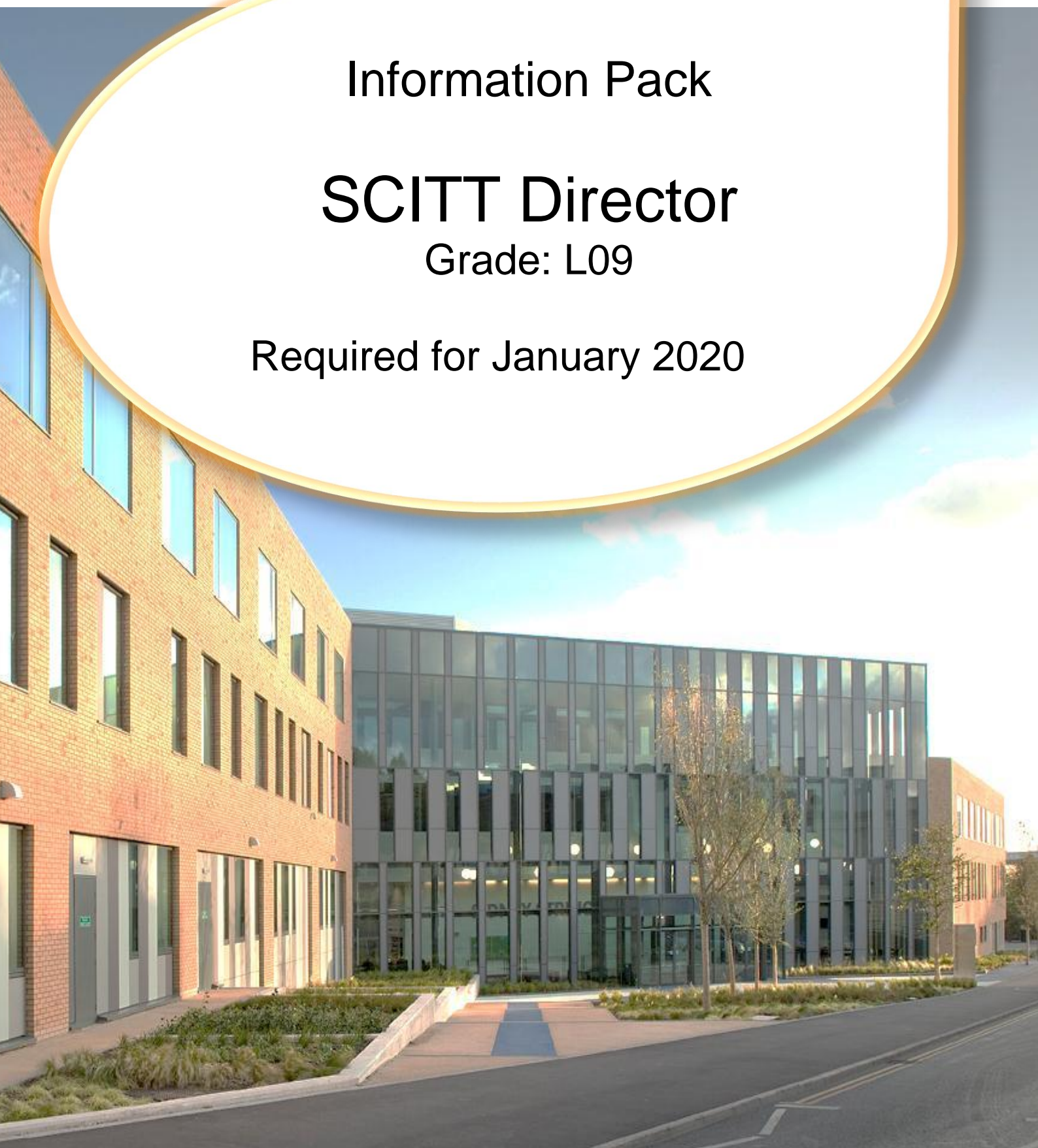


Information Pack

SCITT Director

Grade: L09

Required for January 2020





All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.

SCITT Director

Sidney Stringer Academy is the Lead school for The Coventry SCITT.

This is a full-time post. The SCITT Director is responsible the outcomes of the SCITT as well as line managing the members of the team.



Sidney Stringer Multi Academy Trust?

There are many benefits for staff working at Sidney Stringer

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree
- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays
- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – SCITT Director. Grade L09

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Vice Principal Teaching and Learning

Job Purpose: To assume complete responsibility for recruitment, standards and outcomes for trainees of The Coventry SCITT.

Key roles and responsibilities

To lead all mentors to ensure that:

- They are completing the weekly reflection forms
- There is at least one formal observation per week
- There are 2 drop ins a week
- Timetables at secondary have KS3 and KS4 (and that trainees have KS5 experience during at least one placement)
- Timetables at primary have a KS1 and a KS2 focus.
- All mentors have completed the mentor training delivered by the SCITT director
- All mentors and partners schools are fulfilling the requirements of the partnership agreement and begin the removal process if not
- All mentors inform the SCITT Director as soon as possible if there is any issue with the trainee.

To Line manager the Training Manager and SCITT Administrator

To ensure all assessment weeks are properly co-ordinated:

- Arrange all observations so that they're co-observed with the subject development leader or a mentor of the SCITT staff
- Write assessment week guidance and ensure that all stakeholders (trainee, subject mentor, professional mentor or Headteacher and Subject development leader) have a clear understanding of their roles within these weeks and what the outcomes should be

To work with agreed University partner to ensure that:

- PGCE training dovetails with the SCITT training
- The PGCE training is rated at least good.
- To adjust SCITT training as and when required to enhance the overall effectiveness of the SCITT and PGCE training
- Ensure clarity of how a trainee passes the year and all meetings associated with the sign-off of the trainees

Lead on quality assurance to ensure that:

- All training sessions are led to the highest possible standard
- That all training sessions are evaluated and that training sessions are changed or re-written if effectiveness is less than good
- That outcomes for pupils that SCITT trainees are responsible for are at least good.

Recruit new schools to the SCITT and ensure high quality and effective communication to all SCITT partner schools:

- Book appointments with Headteachers of all MAT schools to discuss how the SCITT can work to help those schools. (The SCITT must serve the MAT first and foremost. The SCITT is accredited to the MAT and belongs to the MAT)
- Visit all MAT schools and speak to staff at whole staff briefings, encouraging them to find new trainees for the SCITT through their schools
- Attend as many network meetings across Coventry as possible to bring new schools into the MAT (this is a SCITT for the recruitment and retention of Coventry and needs to be sold as that)
- Explore the option of The Coventry SCITT offering the assessment only route and subject knowledge enhancement courses.

Be completely responsible for trainee outcomes:

- Ensure that all trainees feel well-supported at all times by ensuring there is always someone for them to contact in every situation.
- Ensure they feel that they are a cohesive group. Pre-arrange socials and set up a whatsapp group for them to support each other
- Ensure that their portfolios of evidence clearly demonstrate pupil progress
- Ensure that all paperwork required for trainees such as observation forms are completed timely, accurately and thoroughly.
- Ensure that all monitoring and evaluation is completed in line with policies e.g. Support plans issued quickly and at the right time and that a cause for concern is issued if a support plan is not met.

To ensure that that the Coventry SCITT is Ofsted outstanding:

- Write the annual SED, allocate jobs to certain people and ensure that all priorities and targets are met
- Create a 5-year development plan based on all feedback that the Coventry SCITT receives. Ensure all stakeholders have a say and are working towards these priorities.
- Work with the external moderator to ensure at least a termly visit. Ask the moderator to produce a report and feed this into the SED. Ensure that all feedback from the external moderator is taken on board and completed and include this feedback in the termly report
- Write a termly report for Accounting officer, Vice Principal and governors outlining the impact the SCITT has had, how it is on course for outstanding and what more needs to be done to secure outstanding.
- Work collaboratively with other SCITTs in order to raise standards for the Coventry SCITT
- Chair the steering group and ensure that all information is fed into the group and that this group helps to steer the Coventry SCITT towards outstanding.
- To be familiar with all ITT documentation from NCTL, DFE and Ofsted to ensure that all paperwork and documentation adhere to these policies and that The Coventry SCITT is fully compliant with the ITT criteria.

To ensure that recruitment processes are fair and thorough:

- Observe all applicants if they get through to the interview stage.
- Review recruitment processes regularly
- Make a recruitment document outlining the selection process, ensuring that all processes are fair and transparent
- Ensure that trainees know how and why they have been selected or not been selected
- Ensure that the selection process adheres to the Equality Act 2010

Targets for the year:

- All trainees to complete the training year
- All trainees to pass as at least a good judgement
- Recruit between 35-45 trainees for academic year 2020-21
- All trainees to find employment within schools
- All evaluations from training sessions to be good/outstanding

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

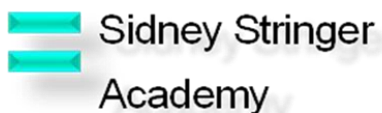
This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: G. Earles (November 2019)

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	For Office use only
KNOWLEDGE	Of: <ul style="list-style-type: none"> Computerised systems (e.g. Word, Excel) 	
SKILLS	<ul style="list-style-type: none"> Effective communication skills in order to work with colleagues and students in providing guidance, sharing good practice, and to assist in understanding and resolving questions or issues raised Excellent numeracy skills Excellent literacy skills in order to provide the required level of support 	
ABILITIES	To: <ul style="list-style-type: none"> Understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information where necessary Use a computer for data input, retrieval, analysis, research and reporting purposes Undertake duties in accordance with audit and statutory requirements Work in a supportive team environment Prioritise own workload to meet agreed deadlines Work with guidance and supervision Handle confidential information correctly Be flexible, use initiative, and remain calm and focused during times of pressure Operate office equipment such as fax, photocopier, filing systems To use a financial system to raise invoices and make payments 	
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> GCSE qualifications (or equivalent) in relevant subjects, to include English and Mathematics 	
EXPERIENCE	Of: <ul style="list-style-type: none"> Working in a busy and pressured financial/office/reception environment Working in, and promoting an environment of equal opportunities 	

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job



SCITT Director
Grade L09
Required for January 2020

We are seeking to appoint a SCITT Director to work at Sidney Stringer Academy. You will be employed by the Trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

The post will support The Coventry SCITT. You will support the organisation of events and general admin and clerical duties relating to this.

If you would like further information or to discuss the post in more detail then please contact Nuala Berry, SCITT Director; nberry.staff@sidneystringeracademy.org.uk or Richard Kershaw, Director of Business & Finance; rkershaw.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:
www.sidneystringeracademy.org.uk – *Vacancies page*

Please return completed application forms to Ghausia Bhatti Admin Assistant in HR –

[**gbhatti.staff@sidneystringeracademy.org.uk**](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Friday 15th November at 12 noon

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.