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| **Job Description – Secondary Programme Lead of the SCITT - Kent Region** | |
| Working with the SCITT Leadership team the secondary programme lead will be responsible and accountable for ensuring the effective running of the Kent secondary SCITT programme. | |
| **Responsible to** | SCITT Senior Leadership Team |
| **Salary** | Leadership pay scale L6-L10 - depending on experience  This is a part-time position 0.4-0.6 It is essential that the candidate can work on a Monday (training day)  Fixed term contract for one year in the first instance. |
| **Conditions** | The position will be based at The Atkins Centre, Sidcup. The Secondary Lead will have responsibility for all the partner schools in the Kent region, so will need to travel across the South East of England. Applicants must obtain the support of their Headteacher where necessary in the case of a secondment. |
| **Summary of Main Tasks and Responsibilities**  **Providing trainees with a stimulating, challenging and supportive environment**  Delivering a secondary Professional Studies programme in such a way as to reflect outstanding classroom practice  Ensuring the Professional Studies programme covers the skills, knowledge and understanding which enable trainees to become exceptional teachers  Ensuring that the Professional Studies programme reflects current educational theory and research  Ensuring that all resources for and from Professional Studies sessions are posted on the website  Maintaining resources in the training centre(s) to support trainees in their studies  Identifying and commissioning appropriate external speakers and visits and quality assure those sessions.  **Overseeing the progress of trainees, providing intervention and support as required**  Ensuring the entitlement of all trainees irrespective of school placement or delivery location  Communicating with Professional Mentors and Mentors to ensure that content and learning from Professional Studies sessions are integrated into the trainees’ weekly school experience  Tracking each trainee’s development and wellbeing and overseeing intervention strategies to support them in meeting the requirements of the Teaching Standards  Following the progress of TKAT SCITT trainee ‘graduates’ in their NQT year.  **Contributing to the professional expertise of Professional Mentors, Mentors and Lead Subject Tutors** (LSTs)  Contributing to Professional Mentor training and termly meetings  Contributing to Mentor training, LST training and meetings  Carrying out quality assurance visits of the work of secondary Professional Mentors, Mentors and partner schools.  Quality assuring the subject curriculum sessions delivered by the Lead Subject Tutors  **Contributing to the review, evaluation and subsequent development of TKAT SCITT**  Contributing to the TKAT SCITT Quality Assurance process, including visits to partner schools as required  Meeting regularly with the SCITT Leadership team to agree strategy and actions to develop the SCITT as an outstanding programme, including any relevant Ofsted preparation.  Meeting regularly with the Essex and Coast Secondary Programme Lead to plan session and moderate trainees’ progress to ensure consistency across the programme.  Supporting the recruitment, application and interview process of potential training candidates. | |
| Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the SCITT SLT. | |
| **Safeguarding**  TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.  **Equal Opportunities**  TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis. | |