



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Star Teachers West Midlands SCITT Hub Lead		
Base:	Eden Boys School Birmingham, West Midlands		
Reports to:	Head of ITT and Teacher Development	Grade:	L5 – L15
Staff Responsibility for:	N/A	Salary:	£46,566 to £59,581 per annum
		Term:	Permanent Full Time
Additional:			

JOB PURPOSE:

To lead, deliver and support the development of Star Teachers' ITE provision based in the West Midlands, including responsibility for the training, tutoring and assessment of trainees. To develop and maintain effective partnerships with schools and other stakeholders and to quality assure school-based training and mentor performance in the West Midlands. To work with colleagues to champion the Star Institute brand and promote the Trust's aspirations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Leadership within Star Institute

- 1.1 Develop the West Midlands' partnership.
- 1.2 Implement and oversee management operations to secure high quality training provision, training delivery and training outcomes within Star Teachers West Midlands Hub.
- 1.3 Support the SCITT's self-evaluation and improvement planning.
- 1.4 Lead an effective marketing and communication strategy within the West Midlands.
- 1.5 Lead the 'School Experience Programme' in the West Midlands.

2. Delivery Responsibilities

- 2.1 To tutor an identified group of trainees.
- 2.2 Ensure that trainees are effectively placed in partnership schools according to trainee need.
- 2.3 Ensure that all West Midlands' partnership schools are compliant and provide high quality training.
- 2.4 Ensure that quality assurance procedures across the West Midlands occur within prescribed timeframes.
- 2.5 Ensure that assigned trainees are assessed accurately.
- 2.6 Contribute to the development and delivery of Star Teachers' training programme.
- 2.7 Support ITT recruitment, ensuring the process is transparent, compliant and robust.

- 2.8 Support the development and delivery of mentor training and ensure that all mentors have a robust understanding of the programmes' expectations and standards.
- 2.9 Support the collection, analysis and reporting of stakeholder evaluation.
- 2.10 Attend committees and boards as required.
- 2.11 Contribute to VLE development.
- 2.12 Work with school ITT co-ordinators, subject/phase coaches, subject specialist tutors and partner school senior leaders to check that all parties to the SCITT, including trainees, comply with the SCITT's policies and codes of practice and other relevant legislation relating to promoting equality and diversity, eliminating discrimination and ensuring safeguarding.
- 2.13 Maintain an overview of current effective practice and national priorities.

3. Relationships and Partnerships

- 3.1 Promote strong relationships and effective working arrangements with all Star Institute staff, Trust staff and SCITT partner schools and their senior leadership teams.
- 3.2 Be accountable for ensuring that all partner schools act in accordance with the Institute and SCITT's expectations, policies and processes as agreed within Star Teachers' Partnership Agreement with its school partners.
- 3.3 Ensure the strong engagement of schools in the strategic leadership and management of the programme and the design, delivery and assessment of training and improvement planning.
- 3.4 Develop strong relationships with Universities and HEIs.

4. Funding/Budget Management

- 4.1 Support the distribution of payments to partner schools.

5. Accountability

- 5.1 Be accountable for compliance of all aspects of SCITT work with the Secretary of State's Criteria for ITT and all relevant legislation relating to ITT.

6. Management

- 6.1 Ensure the effective deployment of all personnel supporting SCITT and other Teacher Training delivery.

7. Special Conditions

- 7.1 The post is based in the Birmingham, West Midlands. The post holder may occasionally be required to work with any of the partner schools which are located in the Trust's five hubs in London, the West Midlands, Greater Manchester, West Yorkshire and Lancashire or in any other reasonable location where the Institute is undertaking its business.

8. Other Responsibilities

- 8.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 8.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.3 Contribute to the wider life of the Trust and the Star community.
- 8.4 Carry out any such duties as may be reasonably required by the Trust.

8.5 Attend events and meetings outside of normal working hours as required and with notice where possible.

9. Records Management

9.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	A degree qualification or equivalent	E	✓	
2.	Qualified Teacher Status	E	✓	
3.	PGCE	D	✓	
4.	Evidence of Continuous Professional Development	E	✓	✓
5.	Masters Level Degree	D	✓	
EXPERIENCE				
6.	Several years of outstanding recent teaching and leadership experience	E	✓	✓
7.	Experience of contributing to the development of teaching and learning	E	✓	✓
8.	Experience within ITT	E	✓	✓
9.	Experience of developing and delivering successful teacher training programmes	E	✓	✓
10.	Experience of working with trainee teachers	E	✓	✓
11.	Coaching and mentoring experience	E	✓	✓
12.	Experience of working with awarding bodies and Ofsted criteria to improve practice	E	✓	✓
13.	Significant experience of working with partners and teams to develop high quality, shared systems	E	✓	✓
14.	Experience of designing tracing, monitoring, evaluation and reporting systems capable of bringing about outstanding outcomes	E	✓	✓
15.	Experience of reporting outcomes and making recommendations drawn from evaluation	E	✓	✓
16.	Experience of project management	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
ABILITIES, SKILLS AND KNOWLEDGE				
17.	Ability to co-ordinate a large number of partners to deliver project outcomes to a high standard	E	✓	✓
18.	Ability to prioritise work efficiently and accurately, particularly under pressure, to deadlines and using own initiative	E	✓	✓
19.	Ability to maintain productive and positive relationships with staff, trainees and partners	E	✓	✓
20.	Detailed understanding of the CPD needs of teachers at the outset of their careers	E	✓	✓
21.	Strong verbal and written communication skills	E	✓	✓
22.	Ability to interpret complex data	E	✓	✓
23.	Excellent report writing skills	E	✓	✓
24.	Ability to build strong working relationships with Trustees, Local Governors, Central Office, Institute staff and school staff	E	✓	
25.	Excellent IT skills including the ability to use MS Office software packages such as Word, Excel and Outlook	E	✓	
26.	Knowledge and understanding of budget management and financial systems	D	✓	
27.	Excellent interpersonal skills and emotional intelligence	E		✓
28.	Being available and approachable to staff at all levels with varied knowledge	E	✓	
29.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards	E	✓	
PERSONAL QUALITIES				
30.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'	E	✓	✓
31.	A strong commitment to the Trust value of 'Service'	E	✓	✓
32.	A strong commitment to the Trust value of 'Teamwork'	E	✓	✓
33.	A strong commitment to the Trust value of 'Ambition'	E	✓	✓
34.	A strong commitment to the Trust value of 'Respect'	E	✓	✓
35.	Sympathetic to and supportive of the mixed multi-academy Trust model	E	✓	✓