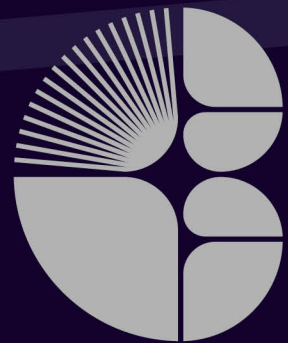


TEACHER TRAINING COORDINATOR

Creative Education Trust

March 2021



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Teacher Training Coordinator at Creative Education Trust.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. We are looking to continue our growth when suitable and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Creative Education Trust was set up by individuals from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

I would encourage you to contact me for an informal conversation before applying: Gwayne.Webb@creativeeducationtrust.org.uk.

I look forward to speaking to you soon

Yours sincerely,

Gwayne Webb – Director of Learning and Teaching

“We are seeking an exceptional individual to support Teacher Training across the Trust”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

TEACHER TRAINING COORDINATOR JOB DESCRIPTION

LOCATION

Home-based but with occasional travel to schools within the Trust

Full time – 52 weeks per year

SALARY

Circa £35,000

THE ROLE

Under the guidance of the Director of Learning and Teaching and the Head of Recruitment:

- Be responsible for undertaking administrative and organisational processes across the Trust and liaise with partner schools and external institutions related to the process of applications, recruitment and training of teachers for Creative Education Trust

KEY RESPONSIBILITIES

- Manage manual and computerised records and information
- Undertake word processing and ICT based tasks
- Provide administrative support to schools within the Trust
- Complete and submit forms related to Teacher Training and ensure the Trust is kept up to date with developments
- Contribute towards the planning of events
- Contribute to the overall aims of Creative Education Trust and the development of different routes into Teacher Training
- Establish constructive relationships with all schools and communicate with external providers

TRAINEES

- Keep records on trainee's job offers and follow up with all current trainees
- Analysis of applications

- Communicate with trainees and follow up on successes and concerns

- Compile and communicate placement lists

RECRUITMENT

- Evaluate information and communicate with applicants, schools training providers and UCAS.
- Assist in arranging materials for interview
- Provide guidance to applicants and manage enquiries
- Assist with Careers Events
- Follow up on potential applicants from marketing events
- Undertake research and obtain information as needed to inform and advise on decision making for potential applicants

MARKETING

- Work with external organisations
- Ensure Trust materials are up to date
- Assist with promotion and marketing of Creative Education Trust and our Teacher Training routes
- Attend events

TRAINING

- Collate records of all Primary and Secondary trainees across the Trust
- Stay in contact with tutors and mentors across the Trust and ensure any localised issues are supported and addressed
- Distribute and collate feedback forms from Trainees and Mentors

EXTERNAL ORGANISATIONS

- Undertake administration of procedures as required by Training Providers
- Build constructive relationships with the admissions teams

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

You can find out more at:
www.creativeeducationtrust.org.uk

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Director of Learning and Teaching.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> Education to degree level or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Experience of management and operation of administrative systems 	<ul style="list-style-type: none"> Experience of working in Teacher Training or Education
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Understanding of Teacher Training and different routes available to enter the teaching profession Effective understanding of UCAS procedures and recruiting for ITT Clear understanding of the education system across primary and secondary schools 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Effective use of ICT programmes Understanding of how to process applications Outstanding organisational skills Accurate written English Ability to self-evaluate Warm and welcoming Ability to prioritise Communicate effectively and confidently with different groups of people across different organisations Flexibility during certain times of year 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.