



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Initial Teacher Training and New Staff Induction Development Lead
GRADE	Management Allowance MA 3
RESPONSIBLE TO	SLT responsible for CPD

JOB PURPOSE

To develop teaching and learning for new staff across the school through

- liaising and working with Teaching and Learning Development Leads
- developing external practice links with SSAT and WL TSA
- leading on Initial Teacher Training (ITT) for trainee teachers including NQTs
- coordinating and leading on the New Staff Induction Programme
- undertaking research on teaching pedagogy to inform CPD for all new staff
- developing links with other schools and external agencies to share best practice
- identifying training priorities from whole school data and NQT reports

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Initial Teacher Training (ITT)

- to work with High Education Institutions, Awarding Bodies, SLT, Teaching and Learning Development Leads, Heads of Faculty/Department and other colleagues to ensure effective delivery of ITT
- to provide first point of contact support for ITT mentors and students
- to co-ordinate, plan and deliver effective ITT school based programmes

- to report on the progress of ITT students
- to evaluate the impact of the ITT programme throughout the year to provide a good basis for planning that meets the needs of BTs / School Direct Trainee teachers

New Staff Induction

- to coordinate, plan and deliver an effective New Staff Induction Programme which is informed by relevant data
- to contribute to the whole school CPD programme
- to provide or facilitate training for mentors and quality assure lesson observations for NQTs
- to provide first point of contact support for BTs/School Direct Trainee teachers/NQTs/Teach First/ Mentors/Heads of Faculty/Department
- to support Faculties/Departments/SLT and the HR Officer in reporting on the progress of teachers/NQTs to the Awarding Body
- to evaluate the impact of the programme throughout the year to provide a programme of training that is bespoke to the training needs of all New Staff

