



JOB DESCRIPTION

Post:	Assistant Primary Programme Manager Cornwall School Centred Initial Teacher Training
Responsible to:	Primary Programme Manager and Course Director
Salary:	Full Time, 37 hours a week £40,101- £42,496 per annum
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	To support the Primary programme manager's role.
Specific Duties:	<p>To be involved with the monitoring, quality assurance and support of partner schools and central training within the SCITT and School Direct partnerships.</p> <p>To participate in the formative assessment of trainees' progress towards our ITT curriculum and the summative assessment of the Teachers' Standards leading to QTS via observation and feedback in the classroom and attending exam board meetings.</p> <p>To deputise for the Primary Programme Manager at internal and external meetings when necessary.</p> <p>To plan and deliver training for school-based trainers along with the Primary Programme Manager.</p> <p>To mark and moderate written evidence including PGCE assignments.</p> <p>To coordinate the route 1 training programme.</p> <p>To attend subject and management meetings.</p> <p>Attend Teaching Taster and HE Careers events.</p> <p>To serve on the selection and interview panel of SCITT applicants.</p> <p>To be involved in the development and management of enhancement opportunities for trainees.</p> <p>To help co-ordinate external examiner communications and visits.</p>



To contribute to the production of annual evaluation reports for Ofsted / DfE.

To contribute to the production of an annual Training Plan, Course Documentation, Self-Evaluation Document, QA training plans and selection of training sessions.

To lend support with the management and administrative tasks necessary to ensure the efficient running of the course.

To undertake such tasks as the SCITT Programme Manager or Executive Board may determine from time to time.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.



General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

ASSISTANT PRIMARY PROGRAMME MANAGER (Cornwall School Centred Initial Teacher Training)

The person appointed must be a graduate teacher or lecturer with QTS with leadership experience in primary school who can demonstrate a commitment to the support and development of trainee teachers. The post holder must be someone who can adjust their teaching style to meet the needs of adults and be familiar with the nature, expectations, and routines of the school-centred routes.

In addition, the person appointed will have the following skills and experience:

- Current experience of Initial Teacher Training routes.
- Academic qualifications at post-degree level, (achieved or working towards.)
- A clear and lucid grasp of the educational and organisational features of Cornwall SCITT and our wider School Direct involvement.
- The capacity to gain and sustain the trust of staff in all member schools.
- Experience of co-ordinating projects involving the participation of more than one school and other agencies.
- Experience of shortlisting and interviewing.
- Excellent organisational and communication skills.
- A commitment to flexible working patterns which may include occasional cover during school holidays and evening work.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.