



## **JOB DESCRIPTION**

### **SCITT PROGRAMMES LEAD - YORKSHIRE THREE COUNTIES ALLIANCE (YTCA)**

This is an exciting opportunity to join an innovative SCITT directorate. This role would suit an experienced teacher who has recognised practice in secondary teaching, coaching and mentoring, who is seeking a unique career development opportunity.

This position will involve managing a range of ITT priorities from data analysis, monitoring and reporting to contributing to the ongoing development and delivery of our Initial Teacher Training programme. As the Programmes Lead of the SCITT, you will develop significant training, development and leadership skills to enhance your existing teaching experience while embedding your practice as a leading ITT practitioner.

**Salary:** MPR/UPR + TLR 1.1

**Responsible to:** Associate Assistant Principal – CPD/ITT/NQT

**Working time:** Initially as SCITT Programmes Lead for 0.8 of the week, 0.2 Teaching at Minsthorpe Community College.

#### **Overall Purpose:**

- To develop, lead and manage the SCITT programme, ensuring that a high quality teacher training experience is provided for all trainees.
- Ensure aspiring teachers are equipped with the appropriate skills and knowledge to enable them to fully achieve their potential.
- To lead and manage the recruitment and selection of SCITT trainees to the programme.
- To support the SCITT Strategic Lead with Ofsted and external scrutiny preparation.
- To deputise for the SCITT Strategic Lead, as required.

#### **Roles and Responsibilities:**

- To ensure the programme is compliant with the ITT regulations, liaising with appropriate personnel to ensure the relevant documentation is in place.
- To lead and create the SCITT programme each academic year with a team of supporting professionals from the partnership.
- Produce an annual self-evaluation document for the SCITT, including a set of identified priorities and an improvement plan which is updated regularly throughout the year.
- Manage the purchase of resources, and ensure that the strategic plan for the purchase of ICT equipment and resources is set with due regard to the available budget.
- To lead on the recruitment and selection of SCITT trainees, ensuring the programme is compliant with safer recruitment guidance.
- Produce training manuals and handbooks with the relevant paperwork/pro-forma as required.
- Provide training for ITT tutors and teacher mentors across the programme to ensure high quality support and training is being delivered in a consistent manner.

- Ensure all mentors across the Partnership can make accurate identification and assessment of trainees (strengths, areas for development and an appropriate grade, including the setting of appropriate, specific, individual targets and guidance and support on how these can be achieved via Cause for Concern documentation).
- Implement and manage the Cause for Concern procedure and where appropriate, instigate the Withdrawal procedure.
- Visit partner schools to ensure training is being delivered to agreed standards.
- Contribute to the ITT Curriculum planning, monitoring and delivery of the SCITT programme (including HUB Days for ITT).
- Quality Assurance of Lead Mentors and Subject Mentors in all placement schools.
- Provide an annual report on the effectiveness of placement schools, mentors and professional tutors, and where appropriate, identify and implement any changes that may be required.
- Assess, record and report on students' progress throughout the ITT year, including analysis of data to monitor the achievement of the programme.
- Engage in research and maintain a good understanding of developments in initial teacher training.
- To ensure all data related to trainee achievement and attainment is routinely and appropriately collected, monitored, analysed and evaluated to impact upon trainee outcomes.
- Provide day to day assistance to the trainees on any trainee related matter, including addressing issues raised in connection with their placement school, wellbeing and ICT.
- Liaise with and coordinate the work of the SCITT Administrator.
- Responsible for recommendation for Qualified Teacher Status.
- To ensure effective and efficient management and organisation of resources and programme materials.
- Attendance at college meetings as appropriate.

#### **Location:**

The office base for this post will be at Minsthorpe Community College, South Elmsall, West Yorkshire.

Access to a car and ability to drive is essential.

**January 2018**