

Aspirations Learning Institute (ALI)

JOB DESCRIPTION

Key Responsibilities

Manage information system inc. teacher training platforms, ALI mailbox management and calendars and events
Analyse quality data in relation to the role and manage the data appropriately within each training profile
Schedule and service core meetings and liaise with committee members - managing the calendar for all ALI related events, interviews, courses
Manage communications with academy staff, tutors, learners and partners
Work with training providers and stakeholders to ensure seamless communication and program execution in line with administrative tasks
Coordinate events, bookings, workshops and seminars in line with key staff requirements
Maintain and update all records related to apprenticeships, university partnerships, and operational processes
Oversee the ordering, allocation, and maintenance of office resources, ensuring teams have the necessary tools to perform their roles effectively
Support the ALI team with promotion campaigns in academies and communities by liaising with the IT lead in relation to the website and social media campaigns
Attend meetings as necessary to fulfil the role and communicate with the ALI team
Collaborate with Aspirations finance team to ensure funding pathways with the DFE / universities are up to date
Monitor training attendance and compliance to ITT and ECT standards in line with administration tasks
Maintain organized filing systems, both digital and physical, for documents, reports, and contracts and ensure all required documentation is completed for apprentice and PGCE trainees
Compile and present reports on operational performance, apprenticeship progress, university partnership outcomes, and other key metrics
Follow safeguarding checks as necessary
Support ALI in organising and managing mentor training

Initial Teacher Training (ITT)

Oversee the administration of ITT programs, including communication with trainees, interview processes (including checking ID / certificates), mentors, and academic staff
Coordinate and schedule training sessions, workshops, and assessment points for ITT candidates, including monitoring the DFE application site and process applications ready for interview
Maintain accurate records of ITT candidates' progress, certifications, and assessments, including updated list of school placements, starting dates, mentors and subject leads that Principals can access
Act as the point of contact for candidates and mentors, ensuring timely resolution of issues or concerns
Carry out administrative tasks in relation to interview and appointment and communicate with academies and ALI staff through this process - Liaise with Coventry University and pavement academies as required following ALI team instruction
Liaise with our Delivery Partner regarding any enrollment issues, PO discrepancies and attend relevant meetings alongside ALI staff

Early Careers Framework (ECF) Early Careers Teachers (ECT)

Keep an updated list of school placements, starting dates, mentors, subject leads, training undertaken
Manage the engagement of Early Careers Teachers (ECTs) and mentors in the ECF programme
Liaise with Teach First regarding engagement in ECF and uploading recordings to Share Point for TF QA purposes
Manage Teach First payment windows in collaborations with Aspirations Finance Team
Liaise with Induction Tutors at academies regarding how many ECTs are starting and the registration process on the DfE website and sharing DFE updates as appropriate
Sharing information, resources and recordings with ECTs and mentors, and sending invitations to seminars, uploading attendance on the Teach First Sharepoint and following up on non-attendance and update the records

Apprenticeships

Coordinate and manage the apprenticeship program, including maintaining records of apprenticeship activity, ensuring compliance with funding and regulatory requirements

Work with employers, training providers, and apprentices to ensure successful onboarding (Bud - for ALI apprenticeships only), compliance with apprenticeship standards and funding, and successful progression.
Manage deferral/withdrawal forms (distributing to learners and filing the completed ones).
Support Apprentice Lead in management of training, assessment and move to Gateway and check for Gateway submission (portfolios and on Bud), submitting Gateways on Ace360
Liaise with End Point Assessment Organisations (EPAOs) about EPA and Manage ILR returns and funding payment windows
Managing apprentice records on Digital Apprenticeship Service (Employer and Training Provider sides)
Distributing and collecting the apprenticeship levy fund use forms in conjunction with the Trust finance team
Assist the Apprentice Lead in Apprenticeship Accountability Framework calculations and manage ILR and EAS (for those who receive additional learning support from Support Connect) uploads
Signing contracts with Coventry for Graduate Teacher Apprenticeships and filing them into appropriate folders
Arranging postage for Apprenticeship certificates (when delivered to HQ instead of the school directly)
Keeping accurate records of apprentices' details (including training locations) and their mentors' details.
Assisting apprenticeship programme leader with Apprenticeship Accountability Framework calculations.

NPQ

Entering events on the LLSE website (will be NPQH and NPQ SENCO) and the ALI Google calendar
Uploading attendance records on the LLSE website (will be NPQH only) and Sharepoint (NPQSENCO)
Communication with learners and LLSE about deferral/withdrawal form completion and processing

Willingness to travel for meetings as needed - this will be minimal.