



Durrington Multi Academy Trust

SCITT Programme Leader

JOB DESCRIPTION

What is the purpose of the role?

- ◆ To deliver outstanding teaching training across The South Downs SCITT
- ◆ Accountable for the recruitment of and outcomes for trainees; quality of training across the partnership; leadership and management of the partnership
- ◆ To communicate well with partnership schools and provide support for trainees and mentors during placements in school
- ◆ Ensure ITT compliance and the strategic development of the course content responding to local and national needs of ITT, including all policy changes.
- ◆ Contribute to school improvement
- ◆ Be responsible for safeguarding and prioritising the welfare of children

What are the role particulars?

- ◆ The time allocated by the role is dependent on recruitment numbers to the SCITT; other teaching/leadership work would be in addition to the role
- ◆ DMAT scale depending on prior impact and experience; range £50,645 - £53,242 plus a performance leadership allowance for an exceptional candidate.
- ◆ Accountable to the SCITT line manager and executive headteacher
- ◆ The Executive Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Leadership

- ◆ Be a fantastic advocate for DMAT and teacher training
- ◆ Provide excellent support to trainees and their schools so they can attain the highest standards
- ◆ Be responsible for the development, delivery, monitoring and quality assurance of the Teacher Training programme for The South Downs SCITT
- ◆ Represent The South Downs SCITT at national and regional training and networking events – DFE and NASBTT
- ◆ Lead The South Downs SCITT Programme Board and Quality Assurance Board
- ◆ Organise, manage and publish the theoretical and practical programme for Professional Studies and Subject Study

- ◆ Share in the responsibility for the assessment of all trainees throughout their course including the assessment for QTS of standards evidence, reflective journals, classroom observations, mentor logs and for the PGCE the assignments
- ◆ Line manage the Primary lead, SCITT coordinator and work of the secondary subject tutors
- ◆ Communicate effectively to a wide range of stakeholders
- ◆ Responsible for the pastoral development and well-being of all trainees
- ◆ Overall responsibility for arranging placements with partner schools
- ◆ Track and monitor SCITT NQTs into their NQT year and 2 years after. Offer support where needed
- ◆ Produce and implement the Self Evaluation Document and Improvement Plan for the review and development of the SCITT's programme
- ◆ Deliver induction for all new stakeholders e.g. SCITT staff, school staff and trainees
- ◆ To assist in the early identification of underperformance of trainees and in the drawing up of an action plan including monitoring and reporting back to relevant stakeholders
- ◆ To ensure the provision promotes equality of opportunity, values and diversity
- ◆ To play a pivotal role in the selection of trainees by shortlisting, organising interviews, observing lessons and appointment of trainees
- ◆ Liaise proactively with partner schools
- ◆ Ensure the trainees have a comprehensive understanding of the protection and safeguarding of young people and up to date knowledge of child protection
- ◆ Keep up to date with changes to the ITT criteria, Ofsted Framework (ensuring the SCITT is Ofsted Ready) and evidenced based research

Teacher Training

- ◆ Be responsible for keeping the handbook updated and relevant paperwork as required for all aspects of the course
- ◆ Support mentors and Professional Tutors with the moderation of trainee progress
- ◆ Assess and monitor Assessment Only applicants and recommend the awarding of QTS
- ◆ Keep documentation and evidence to support the awarding of Assessment Only applicants
- ◆ Liaise with the HEI course representatives
- ◆ Ensure that SKE courses are included as a condition if appropriate and monitor the completion of these in order for the trainee to be accepted on to the programme
- ◆ Ensure that the programme relates to the Core Content Framework and is ambitious in its approach following through to the Early Career Framework
- ◆ Regularly evaluate and map the Core Content Framework against The South Downs SCITT Programme
- ◆ Monitor trainee attendance ensuring this meets the ITT criteria

Compliance and Governance

- ◆ Produce a termly report for the SCITT governing body and DMAT board
- ◆ Ensure all programmes are compliant with ITT criteria and supervise the checking of compliance including qualifications and DBS
- ◆ Lead and present at governing body meetings three times a year
- ◆ Organise processes and procedures relating to internal and external quality assurance of training and assessment
- ◆ Ensure partner schools are following policy and procedure including meeting the requirements set out in the partnership agreement
- ◆ Produce high quality reports as required

Quality Assurance

- ◆ Ensure training of mentors and professional tutors is of a consistently high standard; through visits and monitoring
- ◆ Complete monitoring visits of trainees including support visits where there are issues
- ◆ Monitor trainee progress and half termly data; put appropriate plans to support in place if needed.

Marketing and Recruitment

- ◆ Promote The South Downs SCITT and school based training opportunities, leading the selection and interview process for trainees
- ◆ Drive the marketing of The South Downs SCITT Secondary course, advertise and attend recruitment events
- ◆ Produce a half termly newsletter for partnership schools
- ◆ Develop and promote the SCITT website

Finance

- ◆ Lead the work of the SCITT Co-ordinator to organise Student Finance, Bursaries and the completion of the DMS and bids process
- ◆ Set the budget with DMAT team and ensure value for money, plan for financial health of the SCITT and some streams of income
- ◆ Organise the annual audit for the bursaries.

Person Specification

Leadership Attributes	Essential	Desirable
Personal drive and accountability	<p>Uses a range of strategies and techniques, to enhance own and others effectiveness; motivating others to succeed through your leadership/work.</p> <p>Visible and credible leader, assertive and with great attention to detail</p> <p>Excellent communicator and listener</p> <p>Empathetic, diplomatic, shows humility and respect</p> <p>Passionate about recruiting to the SCITT</p> <p>Effective negotiating, influencing and decision-making skills</p>	Evidence of leading an area that has made a significant impact.
Experience	<p>Senior leadership experience (minimum 2 years) with proven impact.</p> <p>Worked with other teachers to develop their practice and so positively influenced the progress of other groups of students.</p> <p>Evidence from your existing work of successfully engaging and securing strong outcomes for all students</p> <p>The ability to effectively and efficiently interpret and correlate a range of data streams, drawing summative conclusions which are then acted upon, using relevant data systems.</p> <p>Committed to evidence informed practice and able to articulate how this has informed your teaching.</p> <p>Evidence of providing regular reports to various stakeholders.</p>	Evidence of leading teams that have demonstrated high impact of working at a strategic level to bring about positive change for staff/students.
Specialist knowledge	<p>Evidence of being a successful professional tutor or HEI or SCITT Tutor or similar</p> <p>Knowledge of current best practice within and outside of the school (e.g. EEF).</p> <p>A secure knowledge and understanding of evidence-informed pedagogy that leads to effective learning.</p> <p>NSPCC online safe recruitment completed. If not held it would be needed prior to appointment</p> <p>Safeguarding knowledge and practical application</p> <p>Understands the importance of legal equalities and able to disseminate clearly</p>	
Delivering continuous improvement	<p>Sets out vision and pathways to achieving this within teams led.</p> <p>Evidence of being able to successfully blend strategic planning and operational work to achieve goals.</p> <p>Evidence of effective evaluating of the impact of actions taken.</p>	
Impact and influence	<p>Uses direct and indirect influence to gain support, build alliances and secure support before presenting proposals or making decisions.</p>	
Resilience and emotional maturity	<p>Resolves conflict in a calm, restrained way, with empathy and seeks support appropriately.</p> <p>Implements appropriate decisions that lead to improvement even if difficult.</p> <p>Responds positively when faced with personal criticism or setbacks, maintaining a sense of perspective.</p> <p>Has significant capacity and resilience.</p> <p>Ability to manage time well.</p> <p>Is highly approachable, responsive and effective to staff needs.</p> <p>Manages change and works flexibly and professionally during times of change.</p> <p>Prioritises own workload to meet agreed deadlines.</p>	