

JOB DESCRIPTION	
Post Title	Secondary ITT Course Leader
Group	Leadership
Salary Point Range	L6 to L10
Reporting To	Director of Early Career Development in conjunction with Head of School/ Trust CEO
Line Manager of Postholder (if different)	Director of Early Career Development
Post holder will work with	Director of Early Career Development, STSA School Partners, staff within the Sheffield Teaching School Alliance, Teaching School Hub, Appropriate Body
Holiday and sickness relief	By and for the Director Early Career Development
Purpose of job	Support the Director of Early Career Development in all aspects of Teaching School work and to share the lead on the STSA Secondary School Direct Programme across the Sheffield Teaching School Alliance and Appropriate Body
	This post may work across the Trust schools.
Version revised:	March 2020

The post holder must at all times carry out his/her responsibilities within the spirit of the NML SCITT, Teaching School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

Specific duties and responsibilities:

Duties will include, but not be limited to:

Roles & Responsibilities

Support the Director of Early Career Development) in all aspects of teaching school work:

- To be familiar with the scope of teaching school work through the three main areas of ITT, Professional Learning (Evidence based) and School to School Support
- To identify new opportunities for the STSA and bring these to the Strategic Development Group where appropriate.

To share the lead on the STSA Secondary School Direct Programme across the Sheffield Teaching School Alliance including but not limited to:

- Support the Director of Early Career Development in the recruitment and selection of School Direct Trainees by shortlisting applications, arranging interviews, chairing the interview panels and attending recruitment events.
- The placement of secondary trainees according to alliance school strengths or requirements but also taking into account trainee development and preferences
- Overseeing the planning, delivery and evaluation of the Secondary Professional Studies programme across the alliance, in line with ITT framework
- Monitoring and evaluation of trainee progress including regular reporting to TRA, Trust Strategic Board, Sheffield Hallam University/University of Sheffield, Silverdale SLT and Chorus Trust governors
- Supporting the Director of Early Career Development in ensuring compliance, update of policy and procedure in line with Ofsted framework
- Managing the relationship with Senior Mentors in secondary alliance schools including convening regular meetings and communicating of DfE, University and STSA policy and procedure
- Quality assurance of trainee experiences including the designation of partner schools through the Sheffield Hallam University school partnership designation process and subject specific QA
- Addressing trainee underperformance or issues around professionalism.
- Designing, developing and delivering the Continuing Professional Development of ITT mentors across the alliance.
- Contributing to the School Direct team of Lead Initial Teacher Education Coordinators, Teaching School Hub and DfE network meetings

To support The National Modern Languages SCITT Course Leader on the integration of School Direct 'good practice' into TNML SCITT including but not limited to:

- Supporting the SCITT Director and Course Leader with the recruitment and selection of trainees.
- Working alongside the Course Leader to integrate relevant and appropriate training into the TNML SCITT and to ensure economies of scale.
- Supporting in the Quality Assurance of SCITT trainees where appropriate.

- Gaining experience of knowledge of SCITT in order to take an active and appropriate role going forward.

Work with the Director of Early Career Development on leading Statutory Induction through the work of the 'Appropriate Body' across Sheffield Teaching School Alliance including but not limited to:

- Support the Director of Early Career Development on the progress of NQT Induction
- Keep up to date with the Regulations for Statutory Induction and the interpretation of these regulations.
- Keep up to date with strategic developments around the Early Career Framework, QTS/Induction and the local/regional landscape
- Work with the NQT induction manager at Silverdale to support the quality assurance of induction across the Appropriate Body
- Support a team of colleagues who are responsible for the quality assurance of school's NQT assessment including reading reports, visiting schools.
- Support in the delivery of appropriate Professional Learning to schools using the AB for their NQT statutory induction, including to induction tutors and to NQTs

Contribute to Trust and Silverdale Professional Learning where it crosses over with STSA and Appropriate Body Professional Learning

- To be a model of excellent practice, to work closely with SLT and other leading practitioners in developing, implementing and evaluating policies and practice that lead to school improvement.
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.

Contribute to the development of STSA and Hub work as required

Other support for the Trust (all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities - All staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Further Statement:

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Director of Early Careers Development.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.