

# SCITT ML Course Leader

**Location: NML SCITT**

**Salary scale/spinal point: LP5 – LP10**

**Purpose of the job:** To lead and manage the Secondary ML course across the 5 hubs with respect to recruitment, monitoring, quality assurance, curriculum development and delivery, assessment of trainee progress and trainee support.

**Responsible to: SCITT Director**

**Responsible for: Managing the ML Secondary course on a daily basis with the following responsibilities:**

### Recruitment and Selection

- Leading the marketing and recruitment activities for the TNMLS
- Attending marketing events or delegating this responsibility to appropriately trained personnel (for example: Hub Lead Teacher, School Based Mentors, recruitment agents)
- Working with SCITT administration to ensure applications are shortlisted and appropriate actions are taken within UCAS deadlines
- Leading the recruitment and selection processes, policy and all materials relating to interviews including quality assurance of interviews chaired by the Hub Lead Teacher or other appropriately trained personnel
- Monitoring the completion of 'conditions' in order to ensure all Trainee Teachers hold 'unconditional offers' by 31st August (there are exceptions for late recruitment)
- Ensuring all Trainee Teachers recruited onto the programme have appropriate DBS clearance and that this recorded appropriately on the Central Record and that any anomalies or delays are communicated by the SCITT administrator to schools;
- Ensuring that all Trainee Teachers recruited onto the programme have the appropriate qualifications using NARIC and checking original certificates so that we maintain the SCITT's compliance with ITT regulations;
- Liaising with the SCITT Director in relation to recruitment targets and the successful recruitment of Trainee Teachers to Hubs thus ensuring a 'National' approach.
- Attendance at the 'Welcome Event' in July each year to meet new Trainee Teachers
- Leading the 'Keeping in Touch' programme for applicants who have accepted their place

### Management, Monitoring and Quality Assurance

- Monitoring the successful enrolment of all Trainee Teachers
- Monitoring the completion of the SCITT Census to ensure that all Trainee Teachers are properly recorded by DFE

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- Working with the SCITT administrator to ensure that all eligible Trainee Teachers receive the appropriate bursary
- Quality assuring the standards of lesson observations and the standards achieved by Trainee Teachers by making at least one moderation visit per Trainee Teacher per term (including both experience schools) and carrying out a paired observation with the Hub Lead Teacher in each Hub and where appropriate the SMC, Mentor or class teacher.
- Leading the Hub Lead Teachers to ensure the consistency of approach to monitoring, QA and assessment across the hubs
- Instigating, leading and monitoring the SCITT's 'Cause for Concern' (C4C) process for all Trainee Teachers
- Developing, monitoring and managing IT provision for TNMLS including Pebble Pad
- Managing the liaison with Hubs and Member Schools on a day to day basis;
- Working with Hub and Member Schools in developing their ITT policies and practice;
- Contributing to the SCITT's action plan and self-evaluation documents as appropriate
- Overseeing Trainee Teacher school-based placements;
- Liaising with the Hub Lead Teacher, Senior Mentor Coordinators and Mentors in relation to the school's capacity for participation in ITT and the quality of its training provision;
- Coordinating initial training for Hub Lead Teachers and Mentors and on-going support for all those involved in the school's ITT provision;
- Recruiting new schools to the ITT partnership;
- Monitoring and evaluating the quality of partnership schools' provision in order to meet the requirements of Ofsted inspections and the SCITT's own quality assurance and/or accreditation procedures;
- Managing liaison with external agencies such as the DFE and Ofsted on behalf of the partnership.
- Managing the distribution of partnership funding to schools;
- Working with the SCITT administrator to ensure the smooth running of the partnership
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### **Curriculum Development and Delivery**

- Developing and delivering the SCITT programme of Day Schools;
- Ensuring that all Day Schools are supported by resources and teaching plans and that these are updated each year of operation in line with national developments and statutory requirements
- Agreeing, coordinating and monitoring the delivery of the Day Schools in Hubs where a Hub has successfully recruited 15 Trainee Teachers (from Year Two of operation)
- Ensuring that all Day School and other training provision is evaluated and that this evaluation is reported to the Management Board on a termly basis
- Reviewing the Day School curriculum annually and amending in light of Trainee Teacher feedback
- Working with HEI colleagues to ensure the smooth running of the PGCE element of the Course.
- Liaising with the Course Moderator (Lead Practitioner for Early Career Development) to ensure that economies of scale are achieved with School Direct.
- Exploring new opportunities to develop or exploit the expertise of the SCITT

- Contributing to any future courses for the SCITT

### Supporting Trainee Teacher Development

- To signpost and assist new Trainee Teachers in finding suitable accommodation for their training year either locally to Sheffield or by working with the Hub Lead Teacher in the case of hubs.
- Meeting with the Trainee Teacher or group of Trainee Teachers at least once per half term to focus on general welfare issues and overall progress
- Ensuring that Trainee Teachers receive appropriate support for any issues as they arise
- Ensuring that a pastoral tutor programme is available as part of the Trainee Teacher's placement experience in every school
- Ensuring that Trainee Teachers have access to appropriate pupil data, training on effective use of data and ensuring that they understand their professional responsibilities in their placement setting
- Ensuring that Trainee Teachers have support for their Research and Development and/or their PGCE assignments in their placement setting
- Ensuring that the Trainee Teachers have support from all Hub Lead Teachers, SMCs and school based mentors to successfully complete their targets for the beginning of their NQT Induction year
- Ensuring that the Director of SCITT is aware of any changes to a Trainee Teacher's placement – e.g. change of mentor or major staffing changes within the department.

### Assessment

- Setting the SCITT assessment calendar each year and communicating this to the Hub Lead Teacher, Senior Mentor Coordinators, School based subject mentors, HEI colleagues and Trainee Teachers.
- Ensuring that all assessment procedures are documented and available on Pebble Pad in a timely fashion
- Ensuring that Hub Lead Teachers and School Based Mentors complete the appropriate assessment of Trainee Teachers at each data collection point
- Managing the assessment and moderation procedures for Trainee Teachers' school-based work;
- Reviewing of Trainee Teachers' progress on a monthly basis and monitoring the progress of Trainee Teachers in addressing any weaknesses.
- Attending the Assessment Board meeting as calendared
- Reviewing evidence of Trainee Teachers' progress towards QTS and making assessment recommendations to the assessment board, based on Hub Lead Teachers' and mentors' recommendations

### Communication

## Job Description

- Liaising with the SCITT Director, Hub Lead Teacher, Senior Mentor Coordinator and Subject Mentor to ensure effective communication and to provide support and guidance
- Liaising with the SCITT Administrator to ensure effective communication with HEI Colleagues, Course Moderator, External Moderator, Hub Lead Teachers, SMCs, School based subject mentors, potential applicants, applicants, Trainee Teachers and any other party.
- Ensuring Pebble Pad is up to date with relevant appropriate communications
- Working with the TNMLS Marketing and Communications manager to promote TNMLS including answering Facebook and Twitter enquiries.

### **Further Statement:**

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the SCITT Director.

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

**Date: March 2019**