

JOB DESCRIPTION	
Post Title	NML SCITT Course Leader
Group	Leadership
Salary Point Range	L6 to L10
Reporting To	Director of NML SCITT in conjunction with Head of School/ Trust CEO
Line Manager of Postholder (if different)	Director of NML SCITT
Post holder will work with	Director of NML SCITT, SCITT School Partners and staff within the Sheffield Teaching School Alliance and TS Hub
Holiday and sickness relief	By and for the Director of NML SCITT
Purpose of job	To lead and manage the Modern Languages ITT course across all hubs with respect to recruitment, monitoring, quality assurance, curriculum development and delivery, assessment of trainee progress and trainee support.
	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:

Responsible for: Managing the Modern Languages ITT course on a daily basis with the following responsibilities:

Recruitment and Selection

- Leading the marketing and recruitment activities for The National Modern Languages SCITT (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 UK 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;
- Leading the 'Keeping in Touch' programme for applicants who have accepted their place
- Attending the 'Pre-course events' in March and May;
- Organising the 'Welcome Events' held in all hubs in June and July each year to meet new Trainee Teachers and deliver mentor training;
- Supporting trainees who are relocating to the UK.

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 Department for Education;
- 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 Senior Mentor Coordinator, Mentor or class teacher;

- Leading the Hub Lead Teachers to ensure the consistency of approach to monitoring, Quality Assurance 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 online platforms and resources;
- 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 improvement 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 and delivering training for Hub Lead Teachers and Mentors;
- Coordinating and facilitating 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;
- Supporting the SCITT Director in the distribution of partnership funding to schools;
- Working with the SCITT administrator to ensure the smooth running of the partnership.

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 sufficient 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 Hub Leader Board and Curriculum Committee on a termly basis;
- Reviewing the Day School curriculum annually and amending in light of Trainee Teacher feedback;
- Working with the PGCE provider 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;
- Contributing to the professional development programme of the Sheffield Teaching School Alliance and the NML SCITT;
- 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 each 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 mentors, the PGCE provider and Trainee Teachers;
- Ensuring that all assessment procedures are documented and available on PebblePad 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', QA leaders' and mentors' recommendations.

Communication

- 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 the PGCE provider, Course Moderator, External Moderator, Hub Lead Teachers, SMCs, School based mentors, potential applicants, applicants, Trainee Teachers and any other party;

- Ensuring PebblePad and online resources are up to date with relevant appropriate communications;
- Working with the TNMLS Marketing and Communications manager to promote TNMLS including answering enquiries on social media.

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 NML 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.