



Job Description

Job Title: Talent Acquisition Partner - Initial Teacher Education (ITE)

Location: Hybrid - 183 Eversholt Street, London

Hours of work: 37 hours per week

Reports to: Head of Talent Acquisition

Purpose of the Role:

To manage the end to end recruitment of trainee Teachers for Academies Enterprise Trust (AET) Teacher training programme.

You will develop close relationships with academies within AET to ensure they secure the very best Teacher Training candidates and ensure an excellent candidate journey throughout the journey.

Responsibilities

- Work collaboratively to develop and deliver an effective marketing, resourcing and talent strategy for our Initial Teacher Education programme.
- Develop, mentor and maintain a highly skilled ITE team, ensuring delivery is maintained across all Trust hubs.
- Work closely with the ITE hubs to ascertain recruitment needs.
- Build long-term partnerships with key stakeholders and recruitment partners.
- Run an annual social media campaign to promote the AET ITE programme. Raise the profile of AET ITE programmes across graduate and career changers job platforms.
- Support ITE Resources in managing and updating Publish to make sure all teacher training courses are up to date with relevant information as well as supporting with the attending and running of recruitment events.
- Build relationships with universities and community organisations in order to gain access to their pool of potential candidates.
- Create engaging marketing material to attract candidates and also to engage with academies across the trust.
- Organise and conduct pre screening interviews and assessments of candidates.
- Active candidate management over the telephone and via email to ensure maximum conversion of applicants to offers.
- Understand and monitor Recruitment KPIs and be responsible for providing data as needed.
- Maintain strong communication with Talent Acquisition Partners and give them updates as to how recruitment of trainees are progressing in each of their areas.
- Monitor the number of quality graduates and career changes that are applying for the ITT programme.
- Monitor and review the demographics of applicants and to make recommendations to encourage applications from underrepresented groups.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits



- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Talent Acquisition Partner - ITE

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE Maths and English (Grade A-C) or equivalent. 	<ul style="list-style-type: none"> Degree QTS status.
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of leading the end to end attraction, recruitment and selection process for initial teacher training. Proven track record of developing and implementing effective candidate attraction strategies. Good working knowledge of digital channel strategies to attract graduates and career changers. Experience recruiting through social media. In-depth understanding of current recruitment legislation. 	<ul style="list-style-type: none"> Experience developing assessment processes.
Skills	Line management responsibilities	<ul style="list-style-type: none"> Experience of line managing staff. 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> 1-3 years 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Strong planning and organising skills and are able to manage your time effectively. Clear ability to 'sell' career opportunities to prospective candidates including those who might not necessarily be looking to change roles through a range of search and outreach activities. Be confident in building rapport with other people quickly and effectively, in order to 	<ul style="list-style-type: none"> Ability to use the Google platform. Ability to use LinkedIn recruiter as a head-hunting tool.



		<p>achieve a desired outcome</p> <ul style="list-style-type: none">• Ability to work independently and part of a team.• Ability to remain calm under pressure and in demanding situations.	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Have high expectations of themselves and others, being able to act as a role model.• Have drive and enthusiasm for promoting the Trust and sourcing high quality candidates.• Professional integrity and resilience.• Responds well to a challenging environment.	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.• Right to work in the UK.• Evidence of a commitment to promoting the welfare and safeguarding of children and young people.• Ability to travel as required.	