



<u>Job Description:</u>	Director of Essex Schools ITT
<u>Responsible to:</u>	Headteacher
<u>Line Manager:</u>	Headteacher
<u>Purpose of the Post:</u>	To strategically lead the Essex Schools ITT consortium ensuring we recruit and train quality teachers through well managed school placements and engaging and relevant face to face sessions in conjunction with TES education our partner
<u>Pay Range:</u>	Scale 12
<u>Time Allocation:</u>	36 hrs p/w (flexible) 42 weeks a year (Term Time + 3 weeks holiday working)

Specific duties and responsibilities will include:

- Working with
 - TES Institute
 - Consortium schools primary and secondary
 - Any relevant agencies
 - The Essex Schools ITT (ESITT) team – admin, delivery partners, & ESITT Lead Mentor
 - School ITT Mentors
- Manage the application process for ITTs for ESSEX SCHOOLS ITT (ESITT)
- To attend interviews and moderate the quality of the selection process
- Promote ESITT digitally and in person
- Ensure the ITT course is developed, monitored and in line with current government criteria
- Manage the face-to-face lectures for the ITT students ensuring quality delivery
- To deliver aspects of the course
- To undertake classroom observations within the consortium
- To support through interventions when trainees or schools have the need
- To provide and facilitate feedback, support and training to mentors in the schools
- Manage the ESITT team
- To line manage the ITT team

- Manage the Budget
- Keeping up to date with all relevant government literature and expectations on ITT
- Work with and attend the ESITT board 3 times a year