

Job Description

SCITT Director (School-Centred Initial Teacher Training)

<p>Purpose</p>	<p>To attract a diverse pool of dedicated future teachers committed to inclusive, social justice-focused practice that celebrates and supports the rich diversity of the children in London's schools.</p> <p>To lead the development of an inclusive PGCE curriculum that fosters an equitable environment, equipping diverse trainees with the expertise and resilience to thrive as ECTs.</p> <p>To foster a rigorous culture of critical reflection and improvement across the SCITT and its partnership, ensuring all stakeholders are held accountable for enhancing teacher training outcomes.</p>
<p>Reporting to</p>	<p>The Lead Headteacher of the WPSC and the WPSC Senior Management Group</p>
<p>Salary/Grade</p>	<p>Leadership Salary Scale Point 4 - 10</p>
<p>The Aims of the SCITT Director role</p>	<ul style="list-style-type: none"> ● To lead and develop the PGCE programme in collaboration with SCITT and partnership colleagues. ● To collaborate with strategic partners to develop a robust programme of mentor training. ● To plan and deliver elements of the centre-based training programme. ● To coordinate and manage the SCITT administrator, lead mentor, link tutors and subject tutors in their roles. ● To oversee and develop the work of class-based mentors and their delivery of the SCITT curriculum on placement. ● To manage and deliver all aspects of the PGCE programme and trainee teachers. ● To monitor trainees' progress and take appropriate action if required to secure successful outcomes.

	<ul style="list-style-type: none"> ● To support and direct trainee teachers in all aspects of their professional studies. ● To provide support to school partners to enable them to effectively deliver high quality teacher training in the school setting. ● To work with schools to secure high calibre candidates for the WPSC's teacher training programme. ● To promote, deliver and evaluate the effective running of the Assessment Only Route to QTS across London.
KEY RESPONSIBILITIES	
Training programme	<ul style="list-style-type: none"> ● To plan, resource and deliver high quality centralised training sessions for trainees ● To plan, resource and deliver high quality mentor, lead mentor, subject leader and ITT training. ● To review and give feedback on trainees' assessments which form part of their evidence for the award of QTS. ● To attend and contribute to operational meetings and prepare reports for, attend and contribute to, the strategic board meetings. ● To support trainees with their PGCE assignments.
Supporting trainees on teaching placements	<ul style="list-style-type: none"> ● To work with partners to develop high quality in-school training programmes. ● To visit trainees, mentors, and ITT in schools to support the aims of the ITT programme and to ensure high standards of training provision. ● To offer advice and support to schools who are hosting trainee teachers. ● To respond productively to any issues which arise with school placements. ● To facilitate a clear programme of assessment for candidates on the Assessment Only Route to QTS
Recruitment	<ul style="list-style-type: none"> ● To review and assess candidates' applications. ● To interview candidates for the relevant ITT courses.

	<ul style="list-style-type: none"> ● To attend and present at open evenings and train to teach events. ● To market the PGCE and the Assessment Only Routes to QTS, increasing the diversity of uptake to both pathways ● To be trained in Safer Recruitment practices and oversee that the recruitment activities consistently comply with Safer Recruitment policy and guidance
Quality of programme	<ul style="list-style-type: none"> ● To analyse available data and use this to strategically plan for improvement. ● To maintain an effective and actionable Self-Evaluation Document. ● To contribute to, and be responsible for, the Annual Improvement Plan. ● To work with partnership schools' ITT and the WPSC Senior Management Group to secure successful outcomes for trainees ● To develop and review the Assessment Only Route to QTS ensuring a focus on assessing high quality candidates with a robust, efficient sequence of assessment visits
SKILLS	
Leading	<ul style="list-style-type: none"> ● Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and manage the performance of staff across the Trust ● Leading people: the drive and ability to provide clear direction to learners and staff, and to enthuse and motivate them ● Flexibility: the ability and willingness to adapt to the needs of a situation and work with agility ● Passion for improvement: the drive and ability to support others in their learning, and to help them become confident, independent, aspirational learners
Relating to others	<ul style="list-style-type: none"> ● Impact and influence: the ability and the drive to produce positive outcomes applying a variety of coaching, mentoring and leadership strategies ● Building relationships: the ability to develop and manage empathetic relationships to achieve the best learning environment for pupils ● Team working: the ability to work with others to achieve

	<p>shared goals including the ability to work with headteachers and leaders in the WPSC</p> <ul style="list-style-type: none"> ● Understanding others: the drive and ability to understand others whilst providing challenge and support
Developing people	<ul style="list-style-type: none"> ● Encourage staff to work together and share expertise within and across teams ● Use coaching and mentoring skills to help staff achieve their potential
Reflecting	<ul style="list-style-type: none"> ● Reflect on personal and professional development ● Use feedback from a variety of stakeholders to help improve the way you lead, manage and develop staff ● Be aware of your own skills of self-management as regards time and prioritising workload

The Wandsworth Primary Schools' Consortium is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

Additional duties and Information

- Leaders are expected to contribute to the overall greater good of the WPSC. This may involve specific activities at certain times as directed by the Lead Headteacher
- Ensure the aims, priorities and policies of the WPSC are adhered to
- Act as a positive representative of the WPSC and its learners in all circumstances and at all times
- Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the WPSC

WANDSWORTH PRIMARY SCHOOLS' CONSORTIUM

Person Specification

SCITT Director (School-Centred Initial Teacher Training)

	Essential	Desirable	Evidence
Qualifications	<p>Qualified Teacher Status (QTS)</p> <p>Honours Degree</p> <p>PGCE</p>	<p>NPQLTD qualification or other NPQ</p> <p>Master's degree in education or other Master's degree</p>	<p>Application Form</p>
Experience	<p>Extensive experience of teaching in a maintained primary school</p> <p>Working in partnership within a wide network of schools</p> <p>Working with trainee teachers</p> <p>Evaluation of teaching and learning</p> <p>Leading training for teachers and / or ECTs</p>	<p>Working within ITT as a programme leader / manager</p> <p>Planning and delivering ITT training</p> <p>Leading training for mentors/coaches</p>	<p>Application Form</p> <p>Letter of application</p>

<p>Professional Knowledge and Understanding</p>	<p>Knowledge of current education legislation, priorities and trends</p> <p>A robust understanding of educational research and its application to inform and direct an ITT training programme.</p> <p>Understanding of Quality Assurance processes within a school and / or ITT context</p> <p>Understanding of marketing and recruitment strategies</p> <p>Knowledge of Ofsted criteria for ITT</p>	<p>Engagement with the recent ITT reaccreditation process, and/ or inspections.</p> <p>Development of training materials meeting ITT quality requirements</p> <p>Attendance at Ofsted ITT training events.</p>	<p>Letter of application</p> <p>References</p> <p>Interview</p>
<p>Skills and Attributes</p>	<p>Ability to inspire and challenge</p> <p>High levels of personal organisation</p> <p>Ability to communicate effectively</p> <p>Ability to use data effectively to secure further improvement</p> <p>Commitment to promoting equal opportunities</p> <p>Ability to form positive relationships with colleagues from different organisations</p> <p>Commitment to school/college improvement through the training of teachers</p> <p>Flexibility to respond to the changing needs of schools</p> <p>Excellent interpersonal skills</p> <p>Willingness to travel to partnership schools</p> <p>Ability to think creatively</p> <p>Problem solving skills</p> <p>Good attention to detail</p>	<p>Ability to supervise masters level PGCE assignments (requires a Master's Degree qualification)</p>	<p>Letter of application</p> <p>References</p> <p>Interview</p>