

## JOB DESCRIPTION

**Post:** **COURSE DIRECTOR  
(CORNWALL SCHOOL CENTRED INITIAL TEACHER  
TRAINING)**

**Responsible to:** The Executive Board of Cornwall SCITT,

**Salary:** MSP Points 5-9 £46,264 - £50,343 pro rata  
0.6/22.2 hours per week

**Conditions of Service:** Truro & Penwith College Conditions of Service

- **Main Purpose of the job:** To lead the co-ordination and management of the Cornwall SCITT programmes including the recruitment, assessment and accreditation of trainees. To ensure the quality and consistency of the programmes across the different routes and participating institutions. To take a lead role in the relationship between the SCITT programme and external agencies. To be accountable for Cornwall SCITT outcomes, quality assurance processes and advise on its strategic direction.

- **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### 1. Strategic Leadership of Cornwall SCITT

- Advise Executive Board on all aspects of the SCITT and on the strategic planning and future direction.
- Oversee responsibility for self-evaluation and all quality assurance processes.
- Implement high-quality Initial Teacher Training provision throughout the routes and partnership schools.
- Secure the engagement and involvement of staff from partner schools in the leadership, management and delivery of Cornwall SCITT.
- Collaborate with internal and external stakeholders to deliver a full, integrated marketing and communications strategy for the SCITT.
- Liaise with external agencies to secure the continued long-term development and quality of Cornwall SCITT.
- Explore creative ITT pathways for SCITT and wider partnerships including but not exclusive to Teaching School Hubs.
- Be accountable for compliance of all aspects of SCITT work with the Secretary of State's Criteria for ITT and all relevant legislation relating to ITT.
- Ensure a joined-up approach between School Direct and SCITT provision.
- Work with Secondary and Primary Programme Managers, School ITT Co-ordinators, Subject Leaders and partner school senior leaders to check that all parties to the

SCITT, including trainees, comply with the SCITT's policies and codes of practice and other relevant legislation relating to promoting equality and diversity, eliminating discrimination and ensuring safeguarding.

## **2. Leadership of Programmes**

- Lead on the integration, coherence and delivery of the Primary and Secondary Programmes across all locations of learning.
- Appoint or commission and quality assure appropriate personnel to develop and deliver all Teaching Programmes.
- Line-manage key (substantive personnel/managers) working for the Secondary and Primary programmes.
- Liaise with the external partners including OneCornwall Hubs, Department for Education, Universities and Ofsted.
- Attend and lead specified partnership meetings.

## **3. Relationships and Partnerships**

- Promote strong relationships and effective working arrangements with internal and external colleagues across agencies and institutions.
- Ensure that all partner schools act in accordance with the SCITT's expectations, policies and processes as agreed within the SCITT Partnership Agreements.
- Ensure the strong engagement of schools in the strategic leadership and management of the programme and the design, delivery and assessment of training and improvement planning.
- Support the Cornwall Teaching School Hubs with ITT & ECF plans.
- Encourage and support School Direct links with interested partners.

## **4. Funding/Budget Management**

- Report to the financial director and finance manager of Cornwall SCITT.
- Oversee the distribution of partnership funding.
- In liaison with the finance director, manage SCITT budgets responsibly and with probity and transparency, and report in a timely manner to the Executive Board any risks or concerns regarding SCITT business and its responsibilities to trainees and staff.

**General Requirements:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

# COURSE DIRECTOR CORNWALL SCHOOL CENTRED INITIAL TEACHER TRAINING

The person appointed must be an experienced graduate teacher or lecturer with QTS who is an expert practitioner and who can demonstrate a commitment to the support and development of trainee teachers. The post holder must be someone who can adjust their teaching style to meet the needs of adults and be familiar with the nature, expectations and routines of the school-centred routes. In addition, they will have:

- current experience of leading high quality Initial Teacher Education routes.
- Academic qualifications at post-degree level.
- A clear and lucid grasp of the educational and organisational features of Cornwall SCITT and our wider School Direct involvement.
- The capacity to gain and sustain the trust of staff in all member schools
- Experience of co-ordinating projects involving the participation of more than one school and other agencies.
- Experience of interviewing.
- Experience of assessing postgraduate assignments
- Excellent organisational and communication skills
- The capacity to represent the interests of all members of the wider partnership
- A commitment to flexible working patterns which may include occasional cover during school holidays and evening work.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.