

JOB DESCRIPTION

- Post:** **SECONDARY ASSISTANT PROGRAMME MANGER**
CORNWALL SCHOOL CENTRED INITIAL TEACHER
TRAINING
- Responsible to:** The Executive Board of Cornwall SCITT, the Course Director &
Secondary Programme Manager.
- Salary:** MSP Points 2-4 £42,450 - £44,985 pro rata
0.5/18.5 hours per week
- SECONDMENT FROM SCHOOL OPPORTUNITY:** An applicant who is employed full time by a school / college could be treated as a seconded post for the 39 weeks of the academic year with costs covered from the range above.
- Conditions of Service:** Truro & Penwith College Conditions of Service
- Main Purpose of Job:** To support the Programme Manager's role.
- Specific Duties:**
1. To be involved with the monitoring, quality assurance and support of partner schools and central training within the SCITT and School Direct partnerships.
 2. To participate in the formative and summative assessment of trainee teachers' progress towards QTS & PGCE via monitoring, observation and feedback in the classroom and attending exam board meetings.
 3. To be involved in the delivery and assessment of PGCE for SCITT and School Direct trainees and communications with partner HEI.
 4. To deputise for the Programme Manager at internal and external meetings when necessary.
 5. To attend subject and management meetings as appropriate.
 6. Attend Teaching Taster and HE Careers events to support recruitment.
 7. To serve on the selection and interview panel of SCITT and School Direct applicants.
 8. To be involved in the development and management of enhancement opportunities for trainees and partnership schools.

9. To help co-ordinate external examiner communications and visits.
10. To contribute to the production of annual evaluation reports.
11. To lend support with the management and administrative tasks necessary to ensure the efficient running of the course.
12. To support planning and delivery of staff training including mentors, professional tutors and subject leaders.
13. To undertake such tasks as the Executive Board may determine from time to time.

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

ASSISTANT PROGRAMME MANGER (SECONDARY) CORNWALL SCHOOL CENTRED INITIAL TEACHER TRAINING

The person appointed must be an experienced graduate teacher or lecturer with QTS covering the secondary age range. As a current practitioner of ITT, you will be able to demonstrate a commitment to the support and development of trainee teachers and their trainers. 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 ITT routes. In addition, they will have:

- current experience of Initial Teacher Training routes.
- Academic qualifications at postgraduate level, (achieved or working towards.)
- 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 partner schools
- Experience of co-ordinating projects involving the participation of more than one school and other agencies.
- Experience of interviewing.
- Excellent organisational and communication skills
- 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.