

JOB DESCRIPTION

Post: **SECONDARY PROGRAMME MANAGER
(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: The co-ordination, management and leadership of the Secondary SCITT programme, namely the recruitment, training, assessment and accreditation of trainees and the quality assurance procedures of the course. To take a lead role in the relationship between the Secondary SCITT programme and external agencies such as external examiners/moderators, DfE & Ofsted.

Main responsibilities include:

- Assume operational responsibility for the leadership and management of the Secondary SCITT to secure high-quality training provision, training delivery and training outcomes.
- Assume responsibility for the development of programme curriculum content, responding to local, regional and national needs, including policy changes.
- Oversee procedures for the recruitment and assessment of trainees.
- Create and maintain key documentation for the secondary programme, including training documentation and handbooks.
- Quality assurance across the Secondary programme along with Cornwall SCITT's Course Director to support the requirements of Ofsted inspections, reporting to the Executive Board.
- Assume responsibility for the provision and development of a mentor training programme and for on-going support for all those involved in partnership provision.
- Supervise and quality assure the work of staff working for the secondary programme, including the Secondary SCITT Administrator.
- Working with partnership schools in developing ITT policy and practice.
- Providing placement schools with support and advice on matters concerning the school-based training and the overall course programme.
- Supporting and assisting trainees before, during and after the placement, particularly the monitoring of workload, pastoral support and trainee well-being.

- Maintaining close links with the Partnership schools, overseeing trainees' school-based placements and sharing in decisions regarding trainees' progress.
- Managing the assessment and moderation procedures for PGCE and for QTS, informing placement schools about moderation and external examination procedures.
- Attend and lead specified phase-specific and partnership meetings.
- Provide induction and ongoing training to secondary ITT trainers for their SCITT roles that is responsive to their developmental needs.
- Liaise with Secondary ITT Professional Tutors in partner schools to secure a consistently high quality of provision.
- Appoint or commission and quality assure appropriate personnel to develop and deliver all Teaching Programmes.
- Monitor and moderate secondary SCITT and school-based training sessions to evaluate their effectiveness and impact.
- Collaborate with Secondary Subject Leaders, EPS and PGCE tutors to develop, monitor and ensure a high-quality training programme.
- Ensuring thorough and rigorous quality assurance procedures are in place so that the training programme is developmental and progressive, and that trainees are making measurable progress in their professional learning.
- Ensuring that consistent standards of assessment and target setting are in line with QTS requirements.
- Regularly review and feed back to trainees based on evidence.
- Maintaining regular communications with the Cornwall SCITT Course Director, Assistant Programme Manager and course administrator.

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

SECONDARY PROGRAMME MANAGER 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.