

JOB DESCRIPTION

Job Title:	SCITT Lead - Primary 3-7
Hours:	Part time
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Director of Teaching School Hub
Liaison with:	Senior Leaders, Teaching and support staff, Teaching School, School Improvement Team, External Stakeholders, students

Location

The role is based at Anna Seward Primary School and will include mobile working across schools.

Key Responsibilities

- Working with the Primary Course Leader to design and deliver the 3-7 curriculum and phase specific training sessions
- Tracking and monitoring the subject knowledge development of Associate Teachers through subject knowledge auditing
- Quality assuring the work of Learning Coaches in 3-7 placements
- Ensuring that the timetables of Associate Teachers are appropriate to achieve the key aims of the placement
- Monitoring of Associate Teacher evidence and weekly performance reviews uploaded onto the online platform
- Visiting Associate Teachers during each stage of the Teaching Experiences to observe Associate Teacher lessons and to quality assure placement provision
- In conjunction with course leaders conduct Professional Reviews at the end of each Teaching Experience to assess Associate Teachers' Progress
- Communication with the ITT Course Leader if any Associate Teachers are at risk of failure and implement an intervention strategy to help the Associate Teacher make the necessary progress
- Understanding and supporting with the assignment writing process of the PGCE assignments
- To make a recommendation to the Primary Course Leader as to whether Teachers' Standards have been achieved for all Associate Teachers
- Actively promoting and marketing the SCITT programme and attending recruitment events
- Supporting with the recruitment and interview process for the 3-7 route

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION: SCITT LEAD – PRIMARY 3-7

A.F. = Application Form; I = Interview;

CRITERIA	Essential	Desirable	M.O.A.
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Qualified Teacher Status 		AF
EXPERIENCE	<ul style="list-style-type: none"> Significant experience of primary education age 3-7 Experience of designing and delivering high quality sessions for trainee teachers 		AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to support a diverse team across a range of geographical locations Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business 	<ul style="list-style-type: none"> Committed to and able to promote the aims and values of the Trust 	AF/I
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> An understanding of the ITT core content framework and its evidence base 	<ul style="list-style-type: none"> An understanding of the ITT quality requirements for 2024 Willingness to share expertise, skills, and knowledge 	AF/I