

Information Pack
SCITT Secondary Programme Leader
MPS with a TLR 2a
2.5 days a week

Required for January 2022





Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



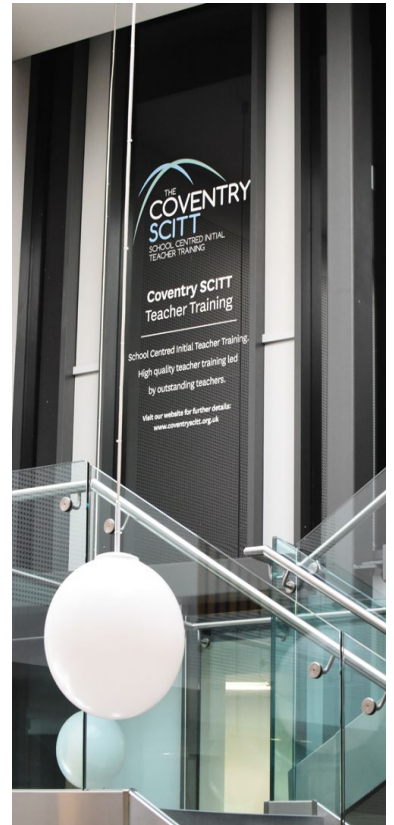
Secondary Programme Leader

Sidney Stringer Academy is the Lead school for The Coventry SCITT.

This is an exciting role as a Secondary Programme Leader for someone who is passionate about developing trainee teachers in their early teaching career, and in supporting the MAT and the SCITT partnership of schools to meet its local recruitment needs.

The successful candidate will have the drive, skills and enthusiasm to develop outstanding provision for The Coventry SCITT. This is a strategic role to support the development of the SCITT Secondary QTS with the PGCE Programme of Initial Teacher Training. The post holder will work closely with the Deputy SCITT Director to plan and deliver high quality training, and closely with the SCITT Director to monitor and quality assure trainees progress. They will be accountable to the SCITT Director and The Coventry SCITT Steering Group.

This has the potential to be a full-time post to include a proportion of regular classroom teaching.



We are looking for an individual who:

- Has a proven record of developing and implementing high-quality initial teacher training in the secondary sector.
- Will enthuse all stake-holders and motivate trainees to secure innovative provision that leads to high levels of recruitment of trainees and retention as teachers within our partnership.
- Has the abilities and skills to deliver training in order to enhance the secondary programme.
- Is calm and resilient and will effectively deal with the daily challenges of the role.
- Will work with HEI and other providers, including our existing partners schools to ensure consistency of provision.
- Has exceptional organisational, communication and prioritisation skills.
- Has a positive and solution-focused outlook.
- Has a secure understanding of the OFSTED, DfE framework and compliance for ITT.



There are many benefits for staff working at Sidney Stringer Academy:

- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and subsidies for Masters' degree courses**
- **Free tea and coffee**
- **Social committee with subsidised events**
- **Occupational health and counselling support**
- **Cycle Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**



JOB DESCRIPTION

The Coventry SCITT Secondary Programme Leader

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: **Coventry SCITT Director**

Hours: 2.5 days per week, with potential to be 5 days for someone who is looking for additional classroom teaching.
MPS

Job Purpose:

To support the leadership of the SCITT with the delivery of high quality training and support for trainees

Duties and Responsibilities:

Accountability

- To be accountable for the recruitment of and outcomes for trainees.
- To be accountable for providing a cohesive secondary programme, including pastoral care, the planning and delivering of training sessions, and contributing to the design and implementation of the curriculum to include assessment, reporting and quality assurance.
- To include a proportion of regular classroom teaching.

Responsibilities

- To take responsibility for the planning and delivery of high-quality training linked to the SCITT Curriculum and the ITT Core Content Framework.
- To quality assure secondary professional mentors, mentors and trainees.
- Being a point of contact for the day-to-day management of Secondary trainees and acting as a positive role model
- To contribute to the planning and delivery of the Secondary SCITT training programme.
- To collaborate with the HEI provider to ensure the PGCE programme of study is cohesive and embedded within the SCITT curriculum.
- To assess and report on secondary trainees' progress throughout the ITT year.
- To track and monitor the trainee's secondary subject knowledge and to support and interventions in place where necessary.
- To be responsible for keeping the handbook updated and all relevant paperwork required for all aspects of the course
- To actively participate in internal and external moderation.
- To provide outstanding pastoral care for secondary trainees, and when required, for primary trainees.
- To design and deliver a high-quality programme for Literacy across the training year to all trainees.

- To lead the continuous development of mentor training and deliver training sessions for new and existing mentors throughout the training year.
- To ensure the training of mentors and professional tutors is of a consistently high standard; through visits and monitoring.
- To engage in current, up-to date pertinent research, and maintain a good understanding of contemporary developments in the initial teacher training and continuous professional development of secondary school teachers.
- To keep up-to-date with national, regional developments in Secondary curriculum and teaching practice and methodology
- To further develop the implementation of the ITT of Core Content Framework in partnership with the Deputy SCITT Director.
- To ensure the SCITT provision is Ofsted ready.
- To ensure that all partner schools are working together collaboratively to provide training that meets the needs of the trainee teachers.
- To attend the Quality Assurance and Steering Group and support the Deputy SCITT Director with the evaluation of the training.
- To support the SCITT Director and SCITT Manager in the recruitment and selection of trainees.
- To support SCITT staff with the marketing and recruitment of potential candidates at recruitment events.
- To ensure the provision adheres to The Equality Act (2010) and does not discriminate against people unlawfully.
- To work with the SCITT Director to monitor trainee outcomes and review the effectiveness of the SCITT provision, focusing on the impact on trainee outcomes.
- To facilitate some of the interventions needed to support underperforming trainees.
- To undertake any other duties and responsibilities as appropriate to the role as agreed by the SCITT Director.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development

activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: G.Earles (November 2021)

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	For Office use only
KNOWLEDGE	<ul style="list-style-type: none"> • A range of ICT systems (e.g. Word, Excel, Power point, data bases) • National and regional educational services and strategies • A secure knowledge and understanding of evidence-informed pedagogy that leads to effective learning 	A, I, R A, I, R A, I, R
SKILLS	<ul style="list-style-type: none"> • Successful teaching experience at KS3 and KS4 • Successful work within ITT as professional or subject mentor • Effective communication skills in order to work with external organisations and staff from a range of schools • Effective negotiating, influencing and decision making skills • Effective literacy skills in order to provide the required level of support • Effective presentation skills • Methodical and accurate approach to work • Understanding of promoting positive relationships with the wider SCITT and MAT community 	A, I, R A, I, R A, I, R A, R A, I, R A, I, R A, I, R A, I, R
ABILITIES	<ul style="list-style-type: none"> • Understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information where necessary • Provide supervision and motivation to designated staff as appropriate • Prioritise own workload to meet agreed deadlines • Assist staff with prioritisation of tasks through effective delegation and team working • Work in a supportive team environment • Handle confidential information correctly • Be flexible, use initiative, and remain calm and focused during times of pressure • Manage change and work flexibly and professionally during times of change • Travel to alternative locations in line with the needs of the role, sometimes at short notice 	A, I A, I A, I, R A, I, R A, I, R A, I, R A, I, R A, I A, I
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Recognised degree or equivalent related professional qualification • Secondary trained teacher preferable • A masters degree would be desirable 	A A A
EXPERIENCE	<ul style="list-style-type: none"> • A successful professional background • Working in a busy and pressured environment • Working in, and promoting an environment of equal opportunities 	A, I, R A, I, R A, I, R

PROFESSIONAL	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline.
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A- Application Form, I – Interview, R- Reference

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

SCITT Secondary Programme Leader

2.5 days per week, with potential to be 5 days for someone who is looking for additional classroom teaching.

We are seeking to appoint a SCITT Secondary Programme Leader to work at Sidney Stringer Academy as part of The Coventry SCITT team. You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

This is a post created to support the work of the SCITT Director and the Deputy SCITT Director and you will have responsibility for leading and managing the secondary teacher training provision.

This is a fantastic opportunity to join an amazing team who enjoy working together and are always seeking to improve further. Graded Outstanding by Ofsted in 2019; we work cross phase, supporting trainees in a large partnership of schools in Coventry and Warwickshire. You will have a great deal of autonomy with this role, with clear and supportive direction. You will lead training sessions in addition to supporting trainees and mentors, and overall you will be passionate about teacher training and inspiring trainees to join our great profession. The post will also include a proportion of regular classroom teaching.

If you would like further information or to discuss the post in more detail then please contact Katie Williams (SCITT Director) – kwilliams.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringertrust.org.uk

Please return completed application forms to Ghausia Bhatti – **recruitment@sidneystringeracademy.org.uk** [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Friday 26th November 2021**

Interview Date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

