



SCITT Primary
Programme Leader
MPS/UPS +TLR 2a



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.

Primary Programme Leader

Sidney Stringer Academy is the lead school for The Coventry SCITT. We were successfully accredited to continue delivering ITT from September 2024 onwards, back in May 2022. We are a small training provider, with capacity for approximately 40 trainees year on year from both phases.

This is an exciting role as a Primary Lead for someone who is passionate about developing trainee teachers in their early teaching career, and in supporting the MAT and 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 part time post, for two days a week, however it can include a proportion of regular classroom teaching to make this post a full-time role either within a MAT school, (this could be primary or lower secondary) or your current school.

We are looking for an individual who:

- Has a proven record of developing and implementing high-quality teaching in the primary phase.
- 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 ability and skill to deliver training to enhance the primary ITT 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 framework for ITE.

Sidney Stringer Multi Academy Trust?

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

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree
- 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

SCITT Primary 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: **The Coventry SCITT Director**

Hours: Part time post (2 days a week)
This post can be a full-time role, with an additional three days of classroom teaching in a MAT school (this could be primary or lower secondary) or your own school.
Normal Teachers Pay and conditions.

Job Purpose: To support the leadership and success of the SCITT with the delivery of high-quality training and support for trainees. To work alongside the SCITT team to lead and coordinate professional development for the primary ITT phase: drawing on current research; aligning and adhering to SCITT values and contributing significantly to securing positive outcomes for all learners.

Duties and Responsibilities:

Accountability

- To be responsible for the quality of training that primary trainees receive and to ensure curriculum integration, implementation and sequencing is of the highest quality in relation to Ofsted ITE criteria.
- To be part of the SCITT team, interacting effectively with stakeholders, leaders, ensuring alignment, best practice and coherence across academic and pastoral provision.
- If this post is full time, to include a proportion of regular classroom teaching.
- To support with a leadership responsibility within the school you are teaching in (this will be negotiated on interview/appointment).

Responsibilities

- To develop and deliver aspects of the Primary ITT curriculum, supporting trainees to meet the curriculum intentions and outcomes of the programme.
- Supporting delivery of the taught primary programmes, and where needed secondary cross phase sessions, including designing and developing resources aligned with the ITT CCF.
- To lead on the design, delivery and development of the training delivered in the primary phase.
- Ensure that all partner schools and external agencies are working together collaboratively to provide training that meets the needs of the trainee teachers.
- To be part of the SCITT Steering Group and attend all meetings.
- To support the SCITT Director and SCITT Manager in the recruitment and selection of trainees.
- To track and monitor the delivery of subject knowledge by the Primary Subject Leaders.
- To deliver generic training as appropriate.
- To ensure the provision adheres to The Equality Act (2010) and does not discriminate against people unlawfully.
- To work with the SCITT Director and Deputy SCITT Director to monitor trainee outcomes and review the effectiveness of the SCITT provision, focusing on the impact on trainee outcomes.
- To be familiar with all ITT documentation from the DfE and Ofsted and to ensure that all policies comply with it.

- Facilitate interventions needed to support underperforming trainees.
- Scrutinise the fortnightly development records of trainees and provide feedback.
- Support the SCITT's provision for Diversity, Equality and Inclusion using the nine protected characteristics.
- Lead on the SCITT's provision for wellbeing support across both primary and secondary programmes from recruitment, ongoing in course support and through to an ECT.
- To support the recruitment of trainees onto the programme.
- To support the recruitment of trainee teachers onto the programme, including interviews and attending recruitment events.

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 appraisal arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with the 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 be 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: C.Turpin May 2023

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	For Office use only
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KNOWLEDGE	<ul style="list-style-type: none"> ● A range of ICT systems (e.g. Word, Excel, Power point, databases). ● National and regional knowledge of Initial Teacher Training. 	A, I, R A, I, R
SKILLS	<ul style="list-style-type: none"> ● Effective communication skills to work with external organisations and staff from a range of partnership schools. ● Effective negotiating, influencing and decision-making skills. ● Effective literacy skills to provide the required level of support. ● Effective presentation skills. ● Methodical and accurate approach to work. ● Understanding of promoting positive relationships with the wider partnership. 	A, I, R A, I, R A, I, R A, 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, R A, I, R A, I A, I, R A, I
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> ● Recognised degree or equivalent related professional qualification. ● QTS in the Primary phase. ● A Master's Degree would be desirable, but not essential. 	A A A
EXPERIENCE	<ul style="list-style-type: none"> ● A successful professional background in a leadership capacity. ● 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	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: <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. 	

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.

Primary Programme Leader

2 days a week

We are seeking to appoint a Primary Programme Leader to work 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, and Sidney Stringer Academy.

This post will include leading and managing the planning and delivery of the primary teacher training programme to ensure that primary trainee teachers have attained the necessary pedagogical knowledge of their phase and subject areas to meet the requirements for QTS by the end of the teacher training year. This will involve:

- Delivering SCITT training sessions focused on pedagogy and subject and phase specialisms
- Support with academic PGCE assignments
- Planning and implementing school based and independent learning tasks
- Monitoring the content and quality of the primary training sessions, and ensuring that resources for SCITT training sessions are of high quality, linked to our curriculum strands, the ITT CCF and up to date and pertinent research

You will also be required to complete progress review visits to monitor the progress of our trainees in relation to our SCITT curriculum, summatively measuring progress against the Teachers' Standards, and providing support for trainees when needed. Recruitment of trainee teachers to our programme is also an important aspect of the role.

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 the recruitment team, recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 15th May 2023. Interview date: Monday 22nd May 2023.

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