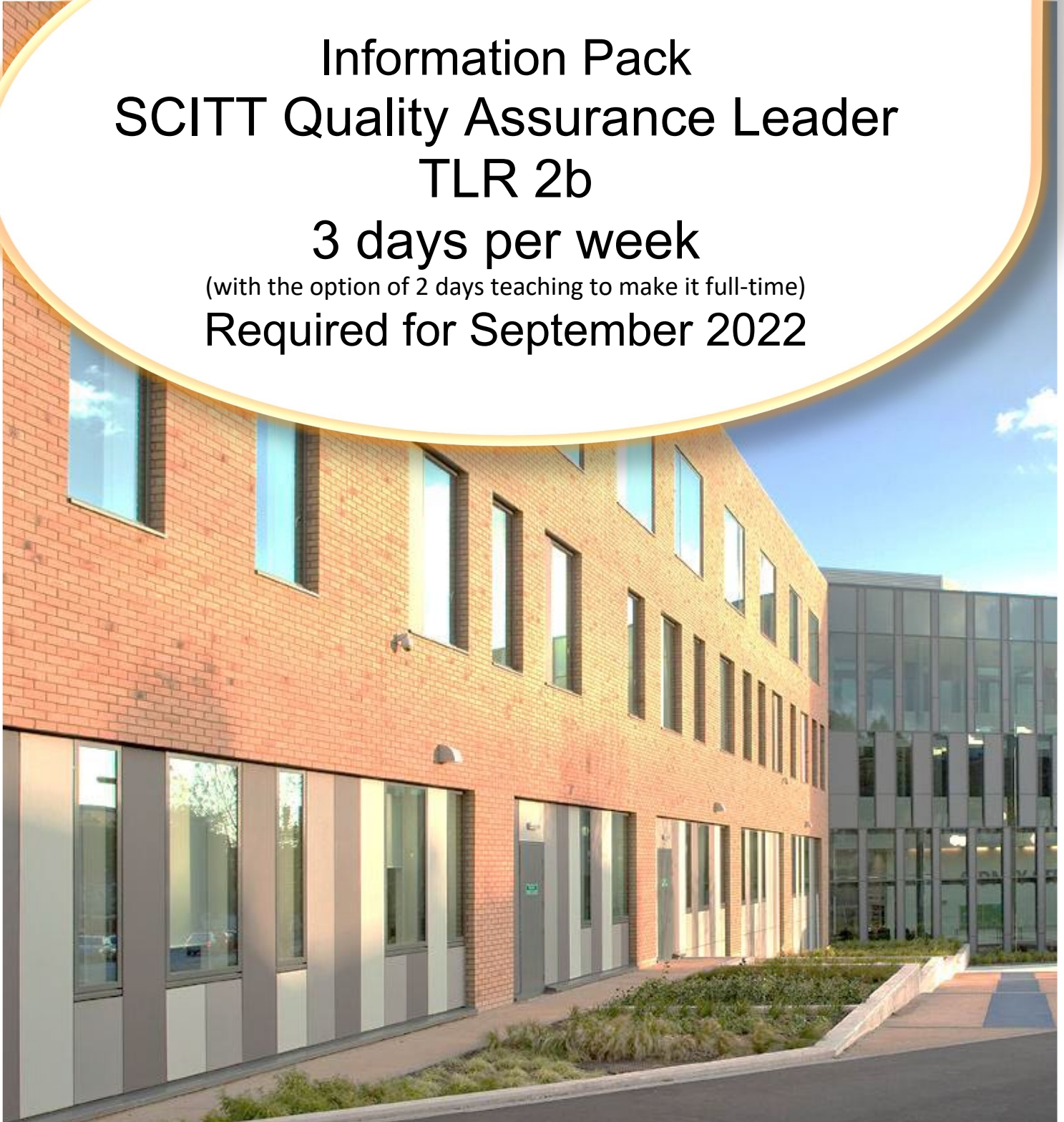


Information Pack SCITT Quality Assurance Leader TLR 2b

3 days per week

(with the option of 2 days teaching to make it full-time)

Required for September 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.



Quality Assurance Leader

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

This is an exciting role as Quality Assurance Leader for someone who is passionate about developing ITT provision across a partnership of schools, 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.

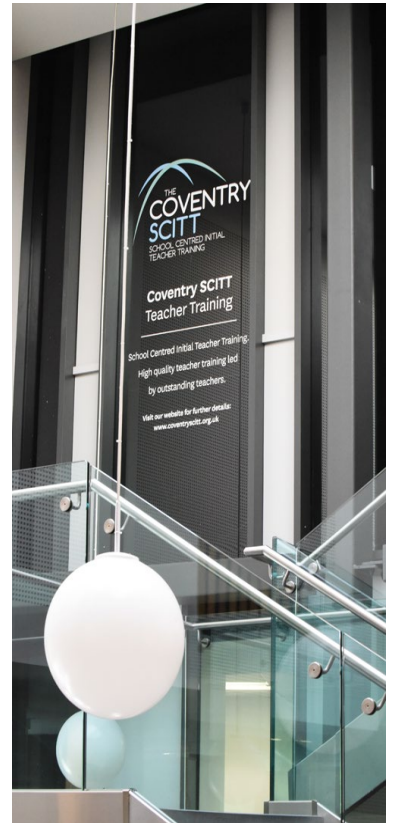
The successful candidate will have the drive, skills and enthusiasm to develop outstanding provision for The Coventry SCITT. The Coventry SCITT is committed to ensuring a high standard of training provision which complies with the requirements and standards for Qualified Teacher Status for the DfE and our Partnership Agreement. It recognises that the implementation of effective quality assurance processes and procedures is fundamental to the realisation of the above commitment and as such is the responsibility of every member of the partnership.

The Coventry SCITT aims to provide a high-quality course that is continually being monitored and evaluated and improved upon. Quality assurance is an on-going process through many areas of the SCITT training year. Quality assurance will be based upon clear policies, transparent processes and reliable evidence.

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 training in the education 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 implement stringent and successful quality assurance procedures in order to enhance the SCITT programme.
- Is calm and resilient and will effectively deal with the challenges of the role.
- Ability to work as an effective member of a team and to promote teamwork at all times.
- Will work with HEI and other providers, including our existing partners schools to ensure consistency of provision across the partnership.
- 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.
- Outstanding teaching practitioner with leadership experience.
- Up to date pedagogical knowledge and commitment to professional development.
- Clear understanding of effective teaching and learning.
- Current knowledge of curriculum development.
- Passion for and experience in Initial Teacher Training.
- Excellent interpersonal skills and the ability to communicate effectively with existing and potential trainees, school based mentors and classroom practice head teachers.
- Experience of holding others to account and working effectively with stakeholders to find positive solutions to issues faced.





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
- £50 a day for taking trips at weekends/ holidays
- Cycle Scheme
- Childcare Voucher 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: **The Coventry SCITT Director**

Hours: 3 days per week, with potential to be 5 days for someone who is looking for additional classroom teaching.
Normal Teachers Pay and conditions.

Job Purpose: To plan, implement and lead on SCITT quality assurance processes, policies and procedures across the partnership of schools, to ensure consistent outstanding ITT provision.

Duties and Responsibilities:

Accountability

- To lead on the quality assurance of the SCITT programme, across both primary, secondary phases including post graduate, Opt in QTS and Assessment Only routes into teaching.
- To report back to the Steering Group on the level of quality assurance in place and how the SCITT meets these requirements across all programmes and phases.
- To include a proportion of regular classroom teaching.

Responsibilities

- To lead the Quality Assurance group who meet three times a year and liaise with QA group members on a regular basis.
- Support the SCITT Director in ensuring that the programme is compliant, meets DfE and other professional requirements and standards in line with the SCITT handbook
- To participate in the selection and interview panel of SCITT applicants for the specific subject
- Lead on the quality assurance of recruitment and selection
- Lead the Professional Mentor team (including recruitment and selection) and quality assure both the ongoing trainee progress tracking and visits into schools.
- Plan and deliver the training sessions of the trainee's including bespoke sessions that respond to the needs audits of trainees
- Quality assure training sessions, facilitators and the SCITT's role in ensuring high quality training is being delivered.
- Make available copies of relevant training materials to trainees
- To contribute to the development of all subject handbooks, resources and documents ensuring they are comprehensive, clear, relevant to current educational and subject pedagogy and

produced to a high standard in line with the SCITT's standard formats including the online learning platform

- Be up to date with current thinking in the subject and curriculum and be research informed and/or engaged
- Where appropriate support trainees with academic assignments and developing a proposal for the PGCE
- Produce termly reports for quality assurance of trainee's progress and the SCITT curriculum for the SCITT Steering Group.
- Deliver training sessions as required.
- Develop and lead on mentor training
- To be involved in the assessment of SCITT trainees for QTS and for PGCE
- Conduct joint quality assurance lesson observations with subject mentors, ITT coordinators as set out in the Internal Moderation protocol
- To contribute to External Moderation processes.
- To support the Director / Deputy Director and Programme Leaders in the on-going assessment of trainees.
- Plan, lead and engage in a rigorous programme of quality assurance activities and plan actions to address any issues identified.
- In conjunction with the Professional Mentor team, monitor and track trainee progress, ensuring that trainees are assessed in accordance with the programme and that documentation is completed on time and to the required standard.
- In conjunction with the Professional Mentor team, quality assure school based mentoring and the quality of experience of trainees in their placement school.
- Quality assure the progress of underperforming trainees against a support plan.
- Lead on self-evaluation and improvement planning for quality assurance.
- Attend marketing events and run information evenings.
- Attend NASBTT and Ofsted conferences as required.
- Liaise with other SCITT staff as appropriate
- Meet regularly with the Director to agree strategy and actions to develop the SCITT as an outstanding programme, including any relevant Ofsted preparation.

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 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 (April 2022)

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 within either the primary or secondary sector. • 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 Quality Assurance Leader

3 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 Quality Assurance 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 you will have responsibility for leading and managing the quality assurance across all programme and 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 quality assure training sessions, assessment of trainees progress, and lead on mentor training, 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 – gbhatti.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Friday 15th April at noon.

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