



## **THE CHERWELL OTSA SCITT**

### **School Direct Programme Leader**

#### **Job Description**

L8 (0.6 FTE)

**Accountable to:** Director of SCITT

**Accountable for:** Associate Teachers  
Partnership school Headteachers, Senior Links and Mentors  
Subject specialists/ Visiting tutors  
Programme trainers

#### **Job Purpose:**

- To develop and lead an effective Initial Teacher Training programme, that enables associate teachers to meet the Teacher Standards and start their NQT year as effective teachers
- To ensure that the conditions for learning in schools and at the centre meet their learning needs
- To ensure that the management of processes and procedures to enable the effective placement, training and assessment of associate teachers are in place and are used efficiently
- To lead the review and evaluation processes for the programme and the subsequent development and improvement planning
- To act as internal quality assurer to monitor the quality of the school based provision across partnership schools
- To support and challenge partnership Headteachers and Senior Links on the conditions for learning they are providing and monitor the quality of that provision
- To monitor, support and challenge the school based Mentor in terms of the quality of support and learning opportunities they are providing for Associate Teachers

#### **Principal Responsibilities**

- To ensure that all Associate Teachers are well trained and supported in order to make rapid progress towards meeting the Teachers' Standards
- To lead the development and resourcing of the central training elements of the programme to ensure that Associate Teachers receive a coherent and structured learning experience
- To lead the delivery of the central training elements of the programme
- To co-ordinate ITT Subject Specialists and appropriate programme trainers and venues for the central training elements of the programme
- To oversee the work of and lead the training and quality assurance of subject specialists, visiting tutors, programme trainers, school based mentors and senior links
- To support with the recruitment/ selection process
- To take a lead role in monitoring, evaluating, quality assuring and developing all aspects of the programme

- To work closely with the Director of SCITT, SCITT Manager and SCITT Administrator/s to ensure the efficient running of all aspects of the programme
- To lead the assessment and accreditation process for all associate teachers including the moderation of assessment judgements
- To assist with the creation and reviewing of relevant documentation and IT systems
- To plan, lead and participate in all relevant meetings
- To monitor the completion of all relevant documentation by all Subject Specialists/ Visiting Tutors, School Based Mentors and Associate Teachers and intervene where required
- To address concerns about any aspect of the work of the subject specialists, visiting tutors or school-based senior links and mentors with relevant Headteachers/ Senior Links and with the Director of SCITT
- To implement the Cause for Concern procedure and support placement schools through the process where required

**General Duties:**

- To take a full and active part in personal appraisal process including a skills and training audit on an annual basis.

**Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*The Cherwell OTSA SCITT and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

May 2017