# JOB DESCRIPTION

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| POSITION: | Director of Haybridge Alliance SCITT |
| REPORTS TO: | Chief Executive Officer |
| PAYSCALE: | Leadership 16-20 (negotiable for an exceptional candidate) |
| CONTRACT: | Permanent, Full time |
| LOCATION: | Haybridge High School, Hagley (however travel required across all Trust Schools) |

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| **PURPOSE OF THE JOB**  Working alongside the Chief Executive Officer develop the vision, scope, and remit of the Haybridge Alliance SCITT. Leading on all strategic and operational development and ensuring the Haybridge Alliance SCITT provides consistently high-quality training, in line with the core content framework.  The Director of Haybridge Alliance SCITT will inspire confidence and work with others to create a shared strategic vision which motivates students and staff alike. |

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Strategic Direction**

* Set the vision and values for the SCITT and being responsible for its strategic development.
* Secure the commitment of the wider community to the vison and direction of the SCITT to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing improvement.
* Create an ethos and provide educational vision and direction which secures effective relationships between Haybridge Alliance partners.
* Ensure that the SCITT works within the regulations, criteria and statutory guidance governing ITT.
* Ensure the ITT market review report guidelines are followed.
* Monitor the ITT landscape and respond to developments to ensure that the SCITT is always in a strong and viable position.
* Remain up to date with Ofsted frameworks and ensuring inspection readiness.
* Ensure highly effective project management of any change or innovation.
* Ensure that the management, finance, organisation, and administration of the SCITT support its vision and aims.

**Curriculum Design and Delivery**

* Lead on the design and manage the curriculum in line with the ITT Core Content Framework and the relevant OFSTED Framework.
* Lead on the design and development of innovative training and support programmes and SCITT activities.
* Keep up to date with developments in schools and new research to ensure that programmes remain current.
* Ensure that high quality learning and high-quality service delivery is at the centre of strategic planning and resource management.
* Ensure a culture and ethos of challenge and support throughout the Haybridge Alliance SCITT.
* Demonstrate and articulate high expectations and set ambitious targets.
* Monitor, evaluate and review practice and promote improvement.

**Quality Assurance & Course Documentation**

* Develop with partners, all Haybridge Alliance SCITT plans, policies and operations.
* Ensure the programme meets Ofsted and ITT requirements for all components.
* Ensure that policies and practices take account of national and local data and inspection research findings.
* Review and update key documentation on an annual basis, including year overviews, detailed programmes, programme handbooks, partnership agreements, self-evaluation documents and improvement plans.
* Ensure an effective and rigorous assessment framework is used to evidence the work of the SCITT.
* Ensure effective moderation to the assessment board based upon evidence.
* Track trainee progress throughout the year and ensure that all are supported and challenged as appropriate.
* Lead the SCITT on budget planning, monitoring, and reporting alongside the SCITT Leadership Team.
* Embed a safeguarding culture across the SCITT, ensuring all staff and trainees follow safeguarding procedures.
* Coordination and validations with Student Loans Company and DfE bursaries
* Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

**Leadership and Management**

* Ensure that all those involved in the SCITT are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets.
* Ensure that all members of the SCITT have challenging appraisal objectives and personal development plans in place, which promote high expectations, and which are aligned with the MAT’s vision, values and strategic objectives.
* Ensure that staff working on behalf of SCITT are appropriately trained, monitored, supported, and assessed.
* Oversee the training and support for mentors in host schools.
* Ensure rigorous quality assurance systems are in place, including the use of trainee feedback, that lead to high quality trainee outcomes and continuous improvement.
* Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potential activity.

**Recruitment, Selection and Employment**

* Lead a strategic marketing campaign to secure high quality applicants.
* Liaise with host schools to support local and regional recruitment.
* Build relationships with non-partnership schools in the region and nationally to secure routes into employment.
* Ensure full compliance of safer recruitment practices.
* Play a lead role in supporting trainees to secure employment at the end of their training year, including marketing courses and trainees to potential employers, supporting the application process and writing references.

**Accountability**

* Create and develop an organisation in which all SCITT partners and staff recognise that they are accountable for the success of the Haybridge Alliance SCITT.
* Present academic marks to the assessment board of the accrediting body.
* Present a coherent and accurate account of the SCITT’s performance in a form appropriate to a range of audiences, including the accrediting bodies, Ofsted and Trust Board.
* Provide sound advice to the CEO and Trust Board on all SCITT matters, to improve performance and maximise opportunities.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO or CFOO to carry out appropriate duties within the context of the job, skills, and grade.

**PERSON SPECIFICATION**

Director of Haybridge Alliance SCITT

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| **Attribute** | **Essential** | **Desirable** |
| **Education and Qualifications** | * High Quality Degree * QTS * Recent relevant in-service training | * Post-graduate qualification * Professional qualification relevant to the coordination of high-quality ITT e.g. NPQH/ NPQSL/Masters |
| **Experience** | * Successful leadership within a substantial middle or senior management role within school and/or ITT provider * Experience of leading initial teacher training, developing practice to positively influence the progress of students. * Evidence of successfully engaging and securing positive outcomes for all students * Ability to interpret and correlate a range of data streams, drawing conclusions and providing reports to inform future decisions effectively and efficiently. * Experience in school self-evaluation and development planning within a school and/or ITT context * Substantial and successful work within professional development * Evidence of a contribution to wider educational issues * Experience of collaborating with/supporting other schools | * Engagement in research * Experience of working in a ITT setting * Experience with writing and submitting successful bids * Experience and understanding of managing strategic communications and marketing. * Experience of inspection under OFSTED ITT Framework |
| **Knowledge** | * A good understanding of curriculum development in the ITT sector. * A thorough understanding of KCSIE * Knowledge of current best practice within and outside of the school * Understanding of the wider education landscape and the opportunities and challenges it brings * Understanding of what constitutes high quality teaching |  |
| **Other requirements** | * Ability to establish effective working relationships at all levels within an organisation and external to an organisation with strong influencing and negotiating skills. * Resilience, the ability to handle high levels of pressure and be able to meet deadlines. * Enthusiastic, highly motivated with an enquiring mind and passion for excellence * A commitment to safeguarding and promoting the welfare of children and young people |  |