**Job Description**

**Job Title:** Early Career Lead

**Salary: Salary:** S1

**Responsible for:** Delivering on ITT and AB elements of the Teaching School Hub

**Contract Type:** Part time- fixed term (3 days a week)

**Application Deadline:** 14th March 2023

**Interview Date:** 23rd March 2023

**Start Date:** August 2023

The Early Career Lead at the Teaching School Hub will be responsible for supporting Appropriate Body services and delivering on Initial Teacher Training elements of the Teaching School Hub. The Hub covers approximately 209 schools in the Hub designated area as well as working with schools across the Diocese of Nottingham and other areas of the East Midlands. The LRTSH will works with partnership organisations and schools across Charnwood, Hinckley and Bosworth, Melton, North West Leicestershire, Rutland and beyond.

The Early Career Lead would support on ensuring that Early Career Teachers across those schools are fully supported throughout their induction, providing support and guidance to school leaders mentors and teachers as well as being accountable for signing off the induction periods of over 300 Early Career Teachers each Year. The Early Career Lead will also lead the facilitation and progress monitoring of the Leicestershire and Rutland Initial Teacher Training programme, managing relationships with senior stakeholders in schools, delivering training and bespoke support to trainees and mentors.

**Main responsibilities:**

**Deliver Initial Teacher Training**

* Develop and deliver the Hubs Initial Teacher Training SCITT working with key partners, across MATs, LA funded schools and national partners.
* Management of AB and ITT administration staff
* Embed evidence-informed practice in all parts of ITT delivery, supporting schools’ engagement with the role out of Initial Teacher Training.
* Supporting with recruitment of trainees onto the SCITT.
* Effectively use a robust Quality Assurance framework to ensure the quality of all Initial Teacher Training provision, ensuring appropriate training and support is in place for Schools and trainees.
* Build and market the ITT provision.
* Communicate with Key Stake holders around ITT requirements and hold these to account if not met.
* Remain up to date with key policy reforms and research communicating these clearly to stakeholders.
* Be a highly effective Facilitator for both Trainees and Leaders undertaking Professional Development, providing a model to other Facilitators whilst working with National Lead Providers to ensure that training materials are improved over time.

**Lead Appropriate Body**

* Lead Appropriate body and Early Career Framework aspects of the Teaching School Hub: To lead the TSH’s Appropriate Body (AB) service and related KPIs, ensuring that its statutory duties relating to the induction of Early Career Teachers (ECTs) is fully delivered on i.e., checking that headteachers/principals put in place an induction programme for their ECTs, ensuring that this programme of support is clearly based on the Early Career Framework (ECF), and otherwise supporting schools to meet their statutory duties.
* Use robust systems to track and support Early Career teachers, ensuring appropriate and effective fulfilment of the designated body role.
* Provide support and guidance to Early Career Teachers and Schools including writing effective plans of support and tracking progress against these.
* Track teacher development and retention across the locality, monitoring the financial implications of retention for the Hub.
* Build and market the AB provision.
* Report to with the Teaching School Hub Director to ensure a robust financial model and managing allocated budget for ITT and AB services.
* Support and develop mentors and ECTs in bespoke ways to ensure maximum impact on pupils.
* Track and monitor induction periods of ECTs across the Hubs area and sign off induction periods in collaboration with Headteachers.
* Co-ordinate external stakeholders to leverage support for Early Career Teachers, their mentors and induction co-ordinators.

**St Thomas Aquinas Catholic Multi Academy Trust/ Wider Responsibilities**

* To work with the school teams to support the development of staff across the Trust.
* Act as a positive advocate for the Trust.
* Support the growth and development of the Trust.
* Support the Catholic mission, vision and values of the Trust.
* Engage with the Trust central team as required, working in a collaborative and positive way with the wider team.
* To maintain a commitment to your own professional development, ensuring that you engage with wider educational research and thinking so that you can continue to effectively contribute to the strategic vision of the LRTSH.
* Be aware of and comply with all Trust policies and procedures.
* Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.

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|  | **Essential** | **Desirable** | **Evidence\*** |
| Experience | | | |
| Working in or have worked in education. | X |  | A |
| Have worked in Primary, English (secondary) or Maths (secondary) capacity | X |  | A |
| Have Qualified Teacher Status |  | X | A |
| Experience of developing ITT or Early Career Teachers and/or their mentors. |  | X | A/I |
| Experience of delivering training or CPD to teachers or other adults. | X |  | A/I |
| Experience of co-ordinating a geographically spread team. |  | X | A/I |
| Experience building collaborative partnerships and networks | X |  | A/I |
| Experience of writing detailed support plans |  | X | A/I |
| Experience of using Instructional coaching as an improvement tool for teachers |  | X | A/I |
| Working as part of a team | X |  | A/I |
| Experience of prioritising workload, time management  and conflicting priorities | X |  | A/I |
| A track record of strong people management | X |  | A/I |
| Holding an NPQ in Leading Teacher Development or willingness to work towards this. |  | X | A/I |
| Experience managing data to track progress |  | X | A/I |
| Understanding of HR systems and processes |  | X | I |
| Qualities | | | |
| Innovator with strong sense of moral purpose | X |  | A/I |
| Proactive and independent worker with strong work  ethic | X |  | I |
| Team player who builds strong working relationships with staff quickly | X |  | I |
| Positive attitude and resilient | X |  | I |
| High levels of emotional intelligence | X |  | I |
| Excellent communication skills- able to adapt to  audience and situation quickly | X |  | I |
| Adaptable problem solver | X |  | I |
| Reflective with a clear understanding of educational  research, writing and thinking | X |  | I |

**Person Specification**

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| --- | --- | --- | --- |
| Other | | | |
| Demonstrate an understanding of the St Thomas Aquinas Catholic Multi Academy Trust vision and  values, and how they will/do align themselves | X |  | I |
| Have a positive attitude to personal development and  training | X |  | I |
| Open to learning and change | X |  | I |
| Committed to putting children’s education first | X |  | I |
| A willingness to undertake work outside normal  working hours - prior notice given | X |  | I |
| Commitment to collaborative working and Hub-wide  activities | X |  | I |
| Ability to travel to all Hub sites and across the identified locality | X |  | I |
| Although this is not a post reserved for a practicing Catholic, the successful applicant is expected to sign the  CES contract | X |  | I |

The St Thomas Aquinas Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

For more information about the role and the Teaching School Hub please contact the Director of the Teaching School Hub - [kshepherd@lrtshub.org.uk](mailto:kshepherd@lrtshub.org.uk) or book a meeting here: <https://calendly.com/lrtshub-director/30min>