



Exmouth
Community
College
Academy Trust

Job Pack

ECT & PGCE Coordinator

Permanent

MPS/UPS + TLR 2A (£3,391 per annum)

Closing Date: 25th November 2024 at 10.00am

Interview Date: Week commencing 9th December 2024

Job Description

Title:	ECT & PGCE Coordinator
Contract Type:	Permanent
Start Date:	January or April 2025
Salary:	MPS/UPR + TLR 2A (£3,391 per annum)
Admin Allowance:	4 periods per fortnight (subject to annual review)
FTE:	0.8– 1.0 FTE We have flexibility to offer between 0.8 – 1.0 FTE. Please state your preferred FTE range within the Supporting Statement section of your application.
Reporting to:	Designated member of the Senior Leadership Team
Responsibility for:	No line management responsibilities

Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the ECT & PGCE Coordinator role. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to lead and manage the ECT and PGCE programmes.

ECT & PGCE Coordinator Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and will be supported by a designated member of the Senior Leadership Team.

Purpose of the Post

- Co-ordinate and develop the PGCE student placements and ECT programmes of professional development and induction in line with national expectations, to maximise the development of PGCE students and ECT staff.
- Provide professional leadership to colleagues in the College in order to secure high PGCE student and ECT staff development and achievement in the context of the College's overall aims and priorities.
- Exercise professional skills and judgement in order to develop and enhance the teaching practice of PGCE students, during their placements, and ECT's, during their induction period, across the College.

Key Responsibilities

ECT Coordination

- Act as first point of contact for ECTs and their mentors.
- Oversee termly assessments.
- Conduct one lesson observation per term per ECT.

- Oversee the Professional Development of ECTs.
- Liaise with SLT link re progress of ECTs.
- Keep up to date with any changes to the ECT process.
- Liaise with SW-IFT (Southwest Institute for Teaching) - including proofreading and sending on assessments.
- Complete a termly report to Governors to inform them of ECTs progress.

PGCE Coordination

The College is currently working with 3 training providers – University of Exeter, University of Plymouth and SWTT SW-IFT. During school placements, approximately 10 PGCE students can be in College at a time. The post holder will be required to:

- Act as first point of contact for PGCEs, PSTs and Mentors.
- Carry out a full induction programme for PGCEs.
- Co-ordinate the allocation of PSTs and Mentors to PGCEs.
- Devise and oversee the Professional Development Programme for PGCEs, leading on some sessions.
- Liaise with training providers on the progress of trainees.
- Arrange observation weeks for those interested in joining the courses the following year.
- Attend ITEC meetings with our 3 training providers. These are often held out of College hours and in different locations (Exeter and Plymouth).

General

- Promote equal opportunities so that all learners achieve their potential.
- Any other duties commensurate to the post.

Classroom Teacher Role

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Department.
- Contribute to the effective working of the Department.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

Department Ethos

- Have an infectious enthusiasm for the teaching of your subject.

- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's CPD programme.
- Interested and involved in the College's aim to service the needs of the whole community.

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Classroom Teacher:		
Qualifications		
Qualified to degree level in your subject	✓	
Qualified teacher status	✓	
Ability to teach GCSE / A Level / BTEC as required in your department	✓	
Teaching Experience		
Successful experience of teaching in a placement or a previous school	✓	
Proven track record of raising attainment in a positive classroom environment	✓	
Teaching Standards		
Set high expectations which inspire, motivate and challenge students	✓	
Promote good progress and outcomes by students	✓	
Demonstrate good subject and curriculum knowledge	✓	
Plan and teach well structured lessons	✓	
Adapt teaching to respond to the strengths and needs of all students	✓	
Make accurate and productive use of assessment	✓	
Manage behaviour effectively to ensure a good and safe environment	✓	
Fulfil wider professional responsibilities	✓	
Personal Qualities		
Adaptable, flexible and creative	✓	
Excellent written and oral communication skills	✓	
Confident user of ICT	✓	
Awareness and understanding of data protection and confidentiality	✓	
Able to take responsibility and show initiative	✓	
Enthusiastic and inspiring	✓	
Ability to command respect	✓	
Ability to work actively, productively and flexibly as part of a team	✓	
TLR Role:		
Experience		
Ability to provide professional leadership and management	✓	
Experience of providing professional leadership and management		✓
Personal Qualities		
Passion for teaching	✓	
Capacity to adopt a variety of leadership and management styles	✓	
Capacity to analyse student progress data and identify areas for development	✓	
Facility to work with groups of students to raise expectations and achievement	✓	
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓	