

Job Title: Head of Initial Teacher Training	Pay Scale: L16-L17
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: Director of Professional Learning
<p>Role Summary: To provide strategic leadership, operational management and quality assurance of the Priory Federation of Academies Trust’s Initial Teacher Training provision (Lincolnshire ITT), ensuring the SCITT remains compliant, financially sustainable, sector-leading and responsive to the needs of local schools and the national teacher recruitment landscape. The role is part of a broader Adult Education Training arm which includes Priory Apprenticeships and other Adult Skills training.</p>	

DUTIES AND RESPONSIBILITIES

1. Strategic Leadership

- Set and deliver a compelling long-term vision for Lincolnshire ITT in line with Trust priorities, working collaboratively with other Adult Education leaders.
- Analyse national policy and recruitment trends to shape strategic planning and ensure sustainability.
- Represent the SCITT at regional and national forums, contributing to the wider ITT sector.

2. Quality Assurance & Ofsted Readiness

- Ensure the SCITT meets all DfE accreditation and compliance requirements.
- Oversee rigorous quality assurance processes across training, mentoring, placements and assessment.
- Drive continuous improvement using sector evidence, research, KPIs, trainee outcomes and partnership data.
- Lead organisational readiness for Ofsted inspection, ensuring high confidence in all compliance documentation.

3. Partnership Leadership

- Maintain high-quality relationships with partner schools across Lincolnshire and beyond.
- Contribute to expanding and diversifying partnerships to increase training capacity and subject breadth.
- Collaborate with external organisations - including the DfE, Teaching School Hubs, and universities - to enhance provision.

4. Operational & Financial Management

- Oversee all aspects of SCITT operations, including recruitment, marketing, compliance and trainee support.

- Line-manage the ITT leadership and administration team, building an efficient and high-performing culture.
- Manage the SCITT budget, ensuring sustainability and accurate reporting to the Trust.
- Review and refine systems, processes and documentation to ensure efficiency and compliance.

5. Trainee Recruitment & Marketing

- Lead innovative recruitment campaigns that reflect national trends and local needs.
- Develop strong relationships with universities, careers services and school partners to promote ITT pathways.
- Ensure applicants receive a high-quality recruitment and interview experience, which maintains a commitment to the integrity of qualified teacher status

6. Curriculum & Professional Learning

- Ensure a research-informed curriculum for all routes (including salaried, fee-paying, postgraduate apprenticeship).
- Oversee the professional development of ITT staff.
- Embed ECF alignment across course design to support seamless transition from trainee to ECT.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • ITT Staff and Adult Education Staff 	To ensure a high-quality service is provided that meets the needs of the Trust.
<ul style="list-style-type: none"> • CEO, Executive Management Team, Central Service Staff 	
<ul style="list-style-type: none"> • Trainees • ITT Partners • Outside agencies e.g. DFE, University of Lincoln, Teaching School Hub 	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federation's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Head of ITT

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	Qualified Teacher Status (QTS)	X		AF / Cert
2.	Degree-level qualification; postgraduate study desirable (e.g., PGCert, NPQ, Masters).	X		AF / Cert
3.	Evidence of continued professional development in leadership and/or teacher education.	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
4.	Significant experience leading within Initial Teacher Training and/or Early Career Framework.	X		AF/IV
5.	Proven track record of improving outcomes, curriculum design or quality assurance.	X		IV/R
6.	Experience of working with Ofsted frameworks—either within ITT or school settings.	X		AF/IV
7.	Demonstrable success in partnership building and stakeholder management.	X		AF/IV
8.	Experience leading teams and managing complex organisational systems.	X		AF/IV
9.	Deep understanding of the ITT and ECF landscape, including national policies and accreditation frameworks.		X	AF/IV
	SKILLS AND ABILITIES			
10.	Ability to analyse data, monitor performance and enact evidence-informed improvement.	X		IV/R
11.	Strong interpersonal and communication skills, with the credibility to influence internally and externally.	X		IV/R
12.	Strategic thinker with strong operational discipline.	X		IV/R
13.	Commitment to inclusion, diversity and widening participation in teacher education.	X		IV/R
14.	Passionate advocate for the teaching profession and its development pipeline.	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....