

## **Job Description**

### **Initial Teacher Education and Professional Development Lead**

**Job Title:** Initial Teacher Education (ITE) and Professional Development (PD) Lead

**Job Salary:** L4 – L8

**Contract:** Full time, permanent, part time, job sharing and flexible working options considered.

**Location:** Humberston Academy

There will be some travel to schools across our Trust and ITE and TSH partnership.

**The Role:** The Initial Teacher Education Lead is an exciting position for an experienced school leader to be responsible for Initial Teacher Education at the DRET Teaching School Hub (TSH). DRET TSH is one of 87 designated hubs responsible for the delivery of world class professional development throughout the golden thread. The ITE Lead will be part of the Senior Leadership Team for the TSH and take both a strategic and operational role for the recruitment, planning and delivery of Initial Teacher Education across the TSH region and across the Trust. The TSH has achieved confirmed designation for 2024 – 28 and Initial Teacher Education is a priority area in the remit of the Hub and within the Trust. The TSH is responsible for promoting outstanding professional development to support teacher recruitment and retention across the region. Your work would involve collaborating with colleagues at the National Institute of Teaching and will provide intellectual challenge and involvement in evolving systemic leadership. It will be essential to be confident in liaising with schools to support their training needs and to promoting recruitment and development opportunities in a creative and innovative way.

**Main Responsibilities:** The successful candidate will be responsible for (but not limited to) the following:

- Lead Initial Teacher Education (ITE) and Professional Development (PD) at the DRET Teaching School Hub (TSH)
- Hold strategic responsibility for all ITE provision and PD, recruitment and delivery
- Ensure that the Hub operates in compliance with the latest requirements for ITE as set out by the Department for Education and our lead provider
- Plan the ITE programme each academic year for both primary and secondary trainees, including any PGAs, in collaboration with the National Institute of Teaching
- Manage TSH staff, mentors, lead mentors and tutors
- Co-ordinate facilitators to help with delivery of ITE and PD

- Oversee/deliver training to support roles in school
- Work closely with schools to inform and contribute to the professional studies programme and professional development
- Work in conjunction with DRET Finance Team to manage funding resources
- Observe all trainees over the course of their training; provide feedback and support development of trainees
- Oversee robust quality assurance processes to ensure all ITE provision and professional development meets required standards
- Lead effective marketing strategies for ITE recruitment
- Oversee the selection and recruitment of ITE placements in conjunction with partner schools for each new academic year and track their engagement and feedback
- Organise meetings for the TSH which comprises of Headteachers and Professional Mentors from partner schools, and oversee Partnership Agreements
- Complete an annual self-evaluation of all aspects of the programme
- Maintain knowledge of ITE and PD developments, and use this knowledge to inform and advise Headteachers/schools within the Trust and TSH region
- Ensure the ITE is fully compliant with the Ofsted ITE framework requirements and all NIoT guidance
- Develop and maintain links with other Teaching School Hubs and local ITE providers to promote collaboration
- Attend weekly strategic leadership meetings for the TSH

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 those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The successful candidate must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.

### Person Specification

Criteria	Details	Essential	Desirable
<b>Qualifications and Training</b>	Qualifications including: -Degree -Qualified Teacher Status (QTS)	✓	
	Postgraduate qualification or further professional studies e.g. master's level qualification or NPQs		✓
<b>Experience</b>	Previous experience at senior leadership level	✓	
	Experience of effective line management	✓	
	Proven record of innovation and leading change successfully in schools and/or ITE/PD provision	✓	
	Understanding of the role of Teaching School Hubs		✓
	Experience of contributing to whole school continuous professional development	✓	
	Leading a team and impacting positive change in schools and/or ITE/PD provision	✓	
	Managing financial and human resources		✓
	Involvement in professional networks or communities with impact for ITE and PD provision		✓
	Experience of design and delivering professional development for beginning teachers (student teachers or Early Career Teachers)	✓	
	Experience of ITE whether as mentor and/or coordinator/course leader, with demonstrable evidence of having shaped or influenced components of ITE and/or its mentoring practices	✓	
<b>Skills and Knowledge</b>	Ability to lead by example, take responsibility and to be accountable.	✓	
	Understanding of the current teacher recruitment landscape	✓	
	Capacity to develop, deliver, monitor and evaluate initial and in-service teacher development	✓	
	Understanding of current Initial Teacher Education landscape	✓	
	To inspire and motivate those around them	✓	
	Ability to prioritise effectively and balance operational tasks with strategic planning	✓	
	A desire to contribute to system change and build networks	✓	
	Outstanding classroom practitioner/facilitator with a strong interest in developing others	✓	
	Understanding of the frameworks underpinning ITE, teacher development and induction	✓	

	Ability to provide constructive observation feedback and provide support plans for student teachers	✓	
	Confidence in promoting work and opportunities to external audiences (e.g., social media)		✓
<b>Personal Qualities</b>	Excellent interpersonal and communication skills	✓	
	Drive, sense of purpose, commitment and perseverance	✓	
	Flexibility and sensitivity to the needs of others	✓	
	Willingness to reflect on, and evaluate performance with a team context	✓	

### Equal Opportunities:

A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.

### Safeguarding:

Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.

### Health and Safety:

Aware of Health & Safety and Safeguarding as appropriate to role

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The TSH will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*