

Job Description & Person Specification

Director of Mid Essex ITT

Job Title:	Director of Mid Essex ITT
Scale:	Scale 13, Points 49 – 53 or Teaching scale Leadership 10 -14
Responsible to:	Mid Essex ITT Strategic Board CEO Bridge Academy Trust
Responsible for:	Mid Essex ITT Course Tutor(s) Mid Essex ITT Administrator(s) Mid Essex ITT trainee teachers

Job Purpose:	<ul style="list-style-type: none"> The Director will be responsible for strategically leading all the elements of the ITT programme. They will be expected to advise the Strategic Board on developments in ITT provision at local, regional and national level. They will be expected to ensure that plans are in place which will build upon the recognised strengths of the Mid Essex ITT partnership and place it in a position from which it can develop and expand, exploiting opportunities and meeting challenges as they arise. The Director is answerable to the Strategic Board of the Partner Schools for all aspects of the Mid-Essex ITT partnership’s work. They will report on a day-by-day basis to their Line Manager, the CEO of Bridge Academy Trust, and on a regular structured basis directly to the Strategic Board at such times it chooses to meet. The CEO of Bridge Academy Trust will be responsible for all contractual and performance management issues pertaining to the Director’s terms of employment. The Director will be the Line Manager for the Course Tutors and Administrators. These staff will have designated responsibilities and work from their assigned office at Notley.
Duties & Responsibilities:	<p>Compliance and best practice:</p> <ul style="list-style-type: none"> To ensure Mid Essex ITT demonstrates full compliance to the latest version of the Department for Education’s ITT criteria and supporting advice To ensure Mid Essex ITT follows guidance relevant to ITT outlined in the latest version of the Department for Education’s Keeping Children Safe in Education To ensure Mid Essex ITT adheres to best practice guidance outlined by the National Association of School-Based Teacher Trainers and other professional bodies. <p>External Inspection, Moderation and Reviews:</p> <ul style="list-style-type: none"> To lead the annual external moderation process. To lead Mid Essex ITT through the ITE Ofsted inspection process, as required.

- To engage with reviews by the Saffron Teaching School Hub and other external agencies, as required.
- Strategic**
- Creation and maintenance of a self-improvement plan/form.
 - Creation of annual Strategic Priorities, informed by external inspections, moderations and reviews and current national trends in ITT, and approved by the Strategic Board.
- External Stakeholders**
- Oversight of all returns to the Department for Education.
 - Liaison with Ofsted.
 - Liaison with local ITT providers.
 - Liaison with local teaching school hubs.
 - Liaison with the external moderator/examiner.
 - Liaison with external organisations offering services to Mid Essex ITT.
 - Attending meetings with external stakeholders, to represent Mid Essex ITT, or sending a suitable member of staff to deputise.
 - Developing links with local schools and Higher Education Institutions, as needed.
- Partnership Schools and their staff**
- Communication with Headteachers and Professional Tutors of partnership and associate schools, as required.
 - Liaison with other staff from partnership and associate schools, as needed.
 - • Ensuring the strong, collaborative partnership working between Mid Essex ITT and placement schools.
 - Ensuring any other school wishing to join the partnership meet quality requirements.
 - Oversight of the mentor training programme offered to school mentors, ensuring it is relevant and compliant with the latest guidance.
- PGCE**
- Liaison with the accrediting university (currently Anglia Ruskin University).
 - Oversight of the PGCE programme.
 - Delegation of the teaching of the PGCE programme, as required.
- Management and Administration**
- Oversight of all administrative, training and professional responsibilities assigned to the Course Tutors.
 - Oversight of all administrative responsibilities assigned to the Administrator(s).
 - To complete the performance and development review cycle for all staff who are line managed, in line with the Bridge Academy Trust process.
 - Review and update the Mid Essex ITT Partnership Agreement, in conjunction with the Strategic Board.

	<ul style="list-style-type: none"> • Oversight of the review of the Mid Essex ITT Handbook, in close liaison with the Course Tutors. • Oversight of the writing of references for trainee teachers.
General:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Qualified Teacher Status	E
	PGCE	D
	Masters degree	D
	Relevant professional development for the position, e.g. NPQ in Leading Teacher Development, a qualification in Instructional Coaching	D
Knowledge & Experience	A minimum of five years teaching experience	D
	Experience of middle or senior leadership	E
	Experience of working with a variety of stakeholders	E
	Experience of ITT	E
	Experience of collaborative staff development	E
	Experience of mentoring trainee teachers	E
	Experience of instructional coaching	D
	Experience of curriculum and/or assessment design and/or implementation	D
	Experience of training adults	D
	Experience of line management of staff	D
	Experience in liaising with multiple stakeholders eg mentors, trainees, senior leaders	D

	Experience of adhering to statutory guidance and implementation of new policies and practices	D
	Experience of interviewing and recruitment processes	E
Skills and attributes	A good working knowledge of teacher training, including recent developments in ITT (e.g. Intensive Training and Practice)	E
	An ability to create a vision and manage change positively	E
	Research engaged, and the importance of linking theory into practice	E
	High levels of presentation skills	E
	Excellent IT, written and verbal communication skills	E
Personal qualities	A commitment to the core purpose of the Bridge Academy Trust: to provide high quality education for all children	E
	High regard for the Mid Essex ITT's Core Values – Committed, Optimistic, Research-Engaged and Effective	E
	A passion to motivate, support, challenge and bring about improvement in others	E
	Capable of supporting others, including some complex pastoral issues	E
	Self-motivated with the ability to manage a variable workload, to prioritise and manage time effectively to achieve goals	E
	Ability to work as a close-knit team to problem solve	E
	Ability for own self-reflection and continuous improvement	E
	Demonstrable commitment to professional development	E
	A proactive, positive and flexible approach to work	E
	Honesty, integrity and loyalty	E
	Able and willing to follow the role as outlined in the job specification	E
	An unfailing commitment to the importance of safer recruitment in ITT and safeguarding in our schools	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 26.