



Vacancy - Mid Essex ITT Director



MID ESSEX **ITT**
INITIAL TEACHER TRAINING

Training teachers in Essex schools since 1994



About Us

Mid Essex Initial Teacher Training (Mid Essex ITT) is a long-established teacher training provider with more than 30 years' experience in developing high-quality secondary school teachers.

Operating in partnership with more than 20 secondary schools across Essex, we deliver a rigorous and practice-focused training programme that has supported the development of more than 800 teachers to date.



Our provision enables trainees to teach across the 11–16 age range, with opportunities for post-16 enhancement in many subjects. Trainees work towards Qualified Teacher Status (QTS) alongside a Postgraduate Certificate in Education (PGCE), awarded by Anglia Ruskin University.

We offer a range of training routes, including Full Time, Part Time, Salaried and Assessment Only pathways, ensuring that individuals from a diverse range of backgrounds can access a route that aligns with their experience and circumstances.

In February 2024, Mid Essex ITT was graded as 'Outstanding' by Ofsted for the second time in a

Notley High School and Sixth Form - the home of Mid Essex ITT and the location for our weekly Core Training

row. This judgement reflects the strength of our partnership, the quality of our training, and the exceptional experience we provide for our trainees.

Across the partnership, we maintain a strong commitment to professional support, collaborative working and continuous improvement. Our focus is on developing committed, optimistic, research-engaged and effective teachers who are well prepared to make a positive contribution to schools within our region and beyond.



Why Work With Us?

A role at Mid Essex ITT offers the opportunity to work within an established and highly-respected initial teacher training partnership that has consistently demonstrated excellence over more than three decades. As an Ofsted-rated Outstanding provider, we maintain rigorous professional standards and a strong commitment to delivering high-quality training and support for aspiring teachers.

Joining Mid Essex ITT means becoming part of a collaborative, forward-thinking organisation that values professionalism, integrity and continuous improvement. Our small team works closely with a wide

network of partner schools, ensuring that trainees receive a cohesive and well-structured training experience.

Staff benefit from a supportive working environment, clear operational processes and access to ongoing professional development.

We place significant emphasis on teamwork, quality and operational efficiency. As Director, your leadership will ensure the smooth running of the Mid Essex ITT programme, alongside maintaining its excellent reputation and ensuring the positive experience of our trainees, mentors and partner schools.

This role provides opportunities to develop sector-specific knowledge, and work within a dynamic and purpose-driven educational environment.

Mid Essex ITT is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to uphold these responsibilities, and safer recruitment practices are embedded throughout our processes in line with statutory guidance.

Mid Essex ITT is part of Bridge Academy Trust. You can [read about our employee benefits here](#).

Ofsted

Mid Essex was last inspected by HM Ofsted inspectorate in February 2024 and was graded as "Outstanding"

Ofsted
Outstanding
Provider

"The provider is highly ambitious for all trainees. It takes its responsibility to provide the area with teachers of the highest quality seriously. Partnership schools share the vision. Together, they work to train committed individuals to become highly effective professionals."

Ofsted, February 2024

Job Purpose

The Director will be responsible for strategically leading all the elements of the Mid Essex 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.

Thank you for your interest in this position and we look forward to receiving your application.



Job Description

Job Title:	Director of Mid Essex ITT
Working weeks:	Support Staff 42 weeks (Term time) + 3 weeks holiday working Teaching Staff Full Time
Salary Scale:	Support Staff Scale 49-53 Teaching staff 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
Duties and Responsibilities	
Compliance and best practice	<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
External Inspection, Moderation and Reviews	<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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 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
Committees and meetings	<ul style="list-style-type: none"> To plan the annual calendar of meetings, detailed below To provide reports and updates to the Strategic Board of Headteachers, which meet 4-5 times per year To convene and chair the Mid Essex ITT meetings of Professional Tutors at regular intervals throughout the year To convene and chair the Mid Essex ITT meetings of Lead Subject Tutors at regular intervals throughout the year To convene and chair the Mid Essex ITT Quality Assurance Committee at regular intervals throughout the year To convene and chair the trainees' Assessment Board at the end of the course To convene and chair extraordinary Assessment Boards for trainees who are part-time or who have extended their course To meet regularly with the central Mid Essex ITT team in the form of link meetings or strategic planning meetings
Training, curriculum and assessment	<ul style="list-style-type: none"> Oversight of the curriculum and assessment process, ensuring compliance with the latest DfE guidance Oversight of the annual programme calendar, in close liaison with all relevant Mid Essex ITT and school staff, for publication each July,

	<p>detailing the forthcoming year's training</p> <ul style="list-style-type: none"> • Oversight of the annual induction programme, in conjunction with the Course Tutors and Administrators • Oversight of the annual mentor training programme, in conjunction with the Course Tutors and Administrators, ensuring compliance with the latest DfE guidance
Recruitment	<ul style="list-style-type: none"> • To complete safer recruitment training every two years, plus refresher training every year • To develop a clear strategy for the marketing and recruitment to the scheme • To lead, in conjunction with the central team, the scheme's marketing strategy, including having oversight of their marketing strategies and preparation of promotional materials • Responsibility for the recruitment of trainees and oversight of the administration / organisation of the recruitment procedures undertaken by the Administrator(s) • Oversight of the offers made to trainees, including conditional requirements • Delivering presentations at interview days and recruitment events, and attending other recruitment events as needed • Exploring further recruitment opportunities, as needed, to ensure the financial viability of the programme
Trainee development and support	<ul style="list-style-type: none"> • Oversight of any agreed amendments or reasonable adjustments to the trainees' programme, following best practice and recommendations from the occupational health provider • Oversight of the support plans for trainees who are a Cause for Concern, attending meetings as required • Completing additional observations of trainees who are on a support plan/ cause for concern or for quality assurance purposes • Oversight of the trainees' termly reports • To make decisions, in conjunction with relevant staff, about trainees who are failing to meet course expectations
Quality Assurance	<ul style="list-style-type: none"> • Oversight of the quality assurance processes at Mid Essex ITT, including: <ul style="list-style-type: none"> ◊ Quality assurance of school placements, including new schools and any that have been identified by Ofsted as being in a category of concern ◊ Quality assurance of Core Training sessions delivered by external speakers ◊ Quality assurance of Subject Expert Training sessions, delivered by Lead Subject Tutors, once per year. ◊ Quality assurance and moderation of Course Tutor judgements and lesson observations • Reporting on all aspects of quality assurance issues to the Quality Assurance Committee and Strategic Board, as required • Assuring the recommendations to the DfE as to whether each trainee has met all of the Teachers' Standards and can therefore be awarded QTS • Oversight of the recommendations to the accrediting university as to whether the PGCE is to be awarded for each trainee

Policies	<ul style="list-style-type: none"> • Oversight of the reviewing of the Mid Essex ITT policies, in conjunction with the Strategic Board and Bridge Academy Trust, as applicable • Oversight of the following procedures for applicants and trainees, ensuring compliance with the Office of the Independent Adjudicator: <ul style="list-style-type: none"> ◊ Applicant appeals ◊ Trainee complaints ◊ Trainee fitness to practice ◊ Adherence to any policies applicable to Mid Essex ITT which are held by Bridge Academy Trust
Finance	<ul style="list-style-type: none"> • To act as the budget holder for Mid Essex ITT • Strategic planning of the Mid Essex ITT budget in conjunction with the Director of Finance at Bridge Academy Trust and the Strategic Board, to ensure financial viability of Mid Essex ITT • Oversight of all ITT income, budgeting and expenditure • Regular liaison with the finance team at Bridge Academy Trust • Oversight of termly payments made to partnership schools • Oversight of the income generated from trainee tuition fees, both through the Student Loan Company and via private payments from trainees • Oversight of the income generated from Assessment Only • Oversight of the bursary and scholarship payments made to the trainees, ensuring they are compliant with the current DfE funding manual • Completion of submissions to the DfE for grant funding, as required • Completion of annual returns to the DfE, supported by the Administrators and finance team at Bridge Academy Trust • Engagement with the annual auditing process at Bridge Academy Trust, supporting where needed • Exploring further funding opportunities, as required, to ensure the financial viability of the programme
Events	<ul style="list-style-type: none"> • To oversee the organisation of the annual Awards Evening in collaboration with appropriate staff in the host school
Values	<ul style="list-style-type: none"> • To uphold the Core Values of Mid Essex ITT – to be committed, optimistic, research-engaged and effective • A commitment to stay up to date with all ITT developments • A commitment to participate in staff development and appraisal • A sharing of Mid Essex ITT's commitment to safer recruitment and completion of safer recruitment training at least once every two years • A sharing of Mid Essex ITT's commitment to diversity, equality and inclusion • A sharing of Mid Essex ITT's commitment to promoting staff wellbeing and reducing unnecessary workload
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

Qualifications	Essential	Desirable
Degree	✓	
Qualified Teacher Status	✓	
PGCE		✓
Masters		✓
Relevant professional development for the position, e.g. NPQ in Leading Teacher Development, a qualification in Instructional Coaching		✓
Experience	Essential	Desirable
A minimum of five years' teaching experience		✓
Experience of middle or senior leadership	✓	
Experience of working with a variety of stakeholders	✓	
Experience of ITT	✓	
Experience of collaborative staff development	✓	
Experience of mentoring trainee teachers	✓	
Experience of instructional coaching		✓
Knowledge and Skills	Essential	Desirable
An ability to create a vision and manage change positively	✓	

A good working knowledge of teacher training, including recent developments in ITT (e.g. Intensive Training and Practice)	✓	
Experience of curriculum and/or assessment design and/or implementation		✓
Experience of training adults		✓
Experience of line management of staff		✓
Experience in liaising with multiple stakeholders e.g. mentors, trainees, senior leaders		✓
Experience of adhering to statutory guidance and implementation of new policies and practices		✓
Research engaged, and the importance of linking theory into practice	✓	
High levels of presentation skills	✓	
Experience of interviewing and recruitment processes	✓	
Excellent IT, written and verbal communication skills	✓	
Personal Characteristics	Essential	Desirable
Excellent IT, written and verbal communication skills	✓	
High regard for Mid Essex ITT's Core Values – Committed, Optimistic, Research-Engaged and Effective	✓	
A passion to motivate, support, challenge and bring about improvement in others	✓	
Capable of supporting others, including some complex pastoral issues	✓	
Self-motivated with the ability to manage a variable workload, to prioritise and manage time effectively to achieve goals	✓	
Ability to work as a close-knit team to problem solve	✓	
Ability for own self-reflection and continuous improvement	✓	
Demonstrable commitment to professional development	✓	
A proactive, positive and flexible approach to work	✓	
Honesty, integrity and loyalty	✓	
Able and willing to follow the role as outlined in the job specification	✓	

An unfailing commitment to the importance of safer recruitment in ITT and safeguarding in our schools	✓	
---	---	--

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 2026.

How to Apply

To apply for this role, please complete the application form, demonstrating how your skills and experience match the criteria in the Job Description and Person Specification. Application guidance notes are available to assist you with completing your application

Please email your completed application to: recruitment@bridgeacademytrust.org

Informal enquiries regarding the role can be made to Bridge Academy Trust CEO Mark Farmer via Tania Watkins, PA to Chief Officers, by emailing pa@bridgeacademytrust.org or calling 01245 202 937

For an informal visit to the Mid Essex ITT Offices at Notley High School, Braintree, contact Mid Essex ITT Senior Course Administrator Julie Rickards by emailing admin@midessexteachertraining.com or calling 01376 556 398

Closing date: Thursday 16th April 2026

Interviews for shortlisted candidates: Thursday 30th April 2026

To start: Tuesday 1st September 2026

**Application
Form**

**Application
Guidance**

**Applicant
Privacy
Notice**