



SCITT Hub Lead (Secondary)

JOB DESCRIPTION

Pay Grade: L1 – L5

Key Duties:

- Play an integral role in the IL SCITT Senior Leadership Team with allocated SCITT-wide responsibilities
- Liaise with the university to assure suitability and robustness of the PGCE element of the programme
- Ensure all elements of the secondary training programme robustly prepare trainees for accreditation of QTS
- Inform and support the work of the Professional Tutors, Subject Specialists, ITT co-ordinators and mentors.
- Lead on design and delivery of training days securing clear referencing to research &
- Oversee and support recruitment of trainees in line with local expectations and prospective need
- Lead on assessment of outcomes and provision of support measures as appropriate

Accountable to:

- SCITT Partnership Director
- Redhill Teaching Hub Lead
- CEO of Redhill Academy Trust
- Headteachers accessing ITT through the Redhill SCITT.

Outline of role and responsibilities:

SLT

- Form a key part of the IL SCITT SLT working alongside other Hub leads taking on a maximum of 2 SCITT responsibilities
- Contribute to SEF and SCITT IP processes
- Report termly to ITT Strategic Board on the performance of Redhill SCITT operation
- Engage in cross SCITT QA activities
- Act as an advocate for IL SCITT and specifically for the secondary programme
- Advocate and support the continued growth of the secondary training programme

Redhill Teaching Hub

- Work with the DTH to support the recruitment and retention of trainees at a local and regional level
- Work alongside the Early Career Team to support the transition of trainees from ITT to ECT
- Work alongside the Early Career Team to provide additional training opportunities of value to trainees and those in the first stages of their careers
- Liaise regularly with the DTH to manage concerns and address priorities
- Work with the DTH to ensure the SCITT is adequately represented at a regional and national level.

Local ITT Delivery

- Plan a broad, effective ITT course and work alongside colleagues to ensure the highest quality of delivery
- Oversee and quality assure the secondary taught programme
- Lead on the development of subject specialist knowledge and skills across all disciplines
- Liaise with other SLT members around SCITT course innovations
- Ensure effective placements are available for trainees within the partnership
- Create, plan and maintain an effective, coherent timetable for trainees on each course
- Ensure a high quality taught programme is planned, delivered and evaluated each year
- Actively engage in latest evidence and research to ensure training remains current and relevant to the needs of trainees and schools





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Working with other schools

- Consult with Teaching & Learning leads and ITT co-ordinators to ensure the course reflects the direct needs of engaged schools
- Liaise with HOFs and ITT co-ordinators for marketing, recruitment and interview purposes
- Report on trainee performance presenting themes and suggestions for course/experience improvement
- Ensure that local programmes reflect the priorities, vision and ethos of local MATs and partner schools.

Team Performance

- Line management, target setting and appraisal of all local team members
- Plan professional development for all staff in line with SCITT priorities
- Support and develop all involved in delivery of programmes ensuring best ITT practice is being developed linked to the Secondary National Curriculum, and National ITT Standards.

Marketing and Recruitment

- Work with trust leaders to review and determine a local strategy for marketing each year
- Attend all marketing events representing the SCITT in a positive way to recruit trainees
- Work with the central SCITT team to support central marketing and planning in line with SCITT central vision
- Be responsible for the delivery of the SCITT central recruitment process, delivered locally reporting back on potential developments each year
- Agree annual recruitment targets and work with partner schools to achieve this target.
- Develop strategies to support schools to recruit to shortage subjects
- Work alongside other stakeholders to promote recruitment to the profession
- Provide ongoing support to administration leads to successfully organise recruitment events, interview and compliance checks

Trainee performance

- Train and develop Professional Tutors, Subject Specialist Leads, ITT co-ordinators and mentors across the partnership
- Conduct moderation activities to ensure consistency of judgments against Teacher Standards
- Manage, co-ordinate and conduct local assessment activity
- Provide pastoral support and pathways, ensuring the wellbeing of all trainees
- Work with SCITT colleagues to provide next steps to support any struggling trainees.

