

The LETTA Trust

Programme Leader for ITT Job Description



Post Title: Programme Leader for Initial Teacher Training

Responsible for: LETTA ITT provision
 Trainee and mentor curriculum
 ITT Quality Requirements
 Deputy ITT Programme Leader and Programme Tutors

Responsible to: Director of School Improvement

Contract type: Full-time permanent

Salary grade: L9-L13

Job Purpose & Accountability

- to ensure that LETTA fulfils its aims for excellence in teaching and learning, and enables all trainees to achieve
- to work alongside the Director of School Improvement to achieve the aims and objectives set out in the Trust and School Improvement Team's strategic plans
- to develop and achieve the aims and objectives set out in the ITT Improvement Plan, in line with Quality Requirements and LETTA's strategic vision
- to have high expectations of yourself, and work with the Director of School Improvement to ensure that staff and trainees continually seek to improve and have high expectations of themselves and others
- to ensure provider-led training, school-based experiences and the ITT partnership is aspirational and ambitious:
 - high quality outcomes
 - high quality training and mentoring
 - excellent programme leadership
 - strong and effective partnerships
- to keep the strategic board informed about the development of IIT and encourage their involvement so that they can effectively evaluate progress against development plans

The key leadership behaviours required for success at this level are:

<p>Self-awareness</p> <p>Emotional self-awareness</p> <p>Accurate self-assessment</p> <p>Self-confidence</p>	<p>Social awareness</p> <p>Empathy</p> <p>Organisational awareness</p> <p>Service awareness</p>
<p>Self-management</p> <p>Emotional self-control</p> <p>Transparency</p> <p>Adaptability</p> <p>Achievement orientation</p> <p>Initiative</p> <p>Optimism</p>	<p>Relationship management</p> <p>Developing others</p> <p>Inspirational leadership</p> <p>Change catalyst</p> <p>Influence</p> <p>Conflict management</p> <p>Teamwork & collaboration</p>

Ref: The Emotional Intelligence Model developed by Daniel Goleman/HayGroup

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Duties and responsibilities

Organisation and management

- to evaluate the ITT provision and performance
- responsible for quality assurance of the ITT Programme, including the quality of provision and staff and mentor expertise
- prepare for and manage the Ofsted inspection process alongside the Director of School Improvement
- to facilitate effective communication within your team so that all team members are well informed and feel valued
- liaise with the School Improvement Administrator to ensure the smooth running of the recruitment process
- to work as a member of the School Improvement Team in leading and managing the provision, to secure continued school improvement both within the Trust and across our partnership of schools
- liaise with HEI for PGCE requirements
- lead on the preparation of summative assessments for external review and the Final Assessment Board
- under the direction of the Director of School Improvement, to monitor and review policies and their implementation

Trainees

- to support and monitor trainee attainment and performance, including planning and implementing support for struggling trainees in accordance with policy
- to ensure effective pastoral care of trainees
- to ensure equitable access to the curriculum for all trainees
- write references for trainees when requested

Teaching / Training

- to provide a model of good practice that will support the continuing professional development of teaching and non-teaching staff
- to monitor training and learning so that the provision's targets for standards are achieved, and so that the provision is compliant with ITT Quality Criteria
- to improve the quality of training by providing further professional learning opportunities for staff, including mentoring and coaching, liaising with outside agencies and other providers and remaining up-to-date with developments and initiatives

Curriculum

- to develop the ITT trainee and mentor curriculum within the context of the Core Content Framework, Quality Criteria and the aims of the provision
- to oversee curriculum delivery, ensuring coverage of the Core Content Framework and trainee curriculum, progression and continuity
- to support the develop and maintenance of effective systems of planning, assessment and record keeping

Ethos

- to embody the provider's vision and aims in daily practice
- to maintain morale and confidence, and set an example of professional standards
- to build strong and ambitious partnerships with schools and other organisations, to grow our reach and learn from others
- to champion civic engagement and seek impactful opportunities for all

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Equal opportunities and inclusion

- to be committed to inclusive practices and equality of opportunity so that all members of the Trust community and wider partnership are able to fulfil their potential

Safeguarding

- to be committed to ensuring that everyone in our care receives support and protection to meet their individual needs
- to work alongside the Director of School Improvement to support and strengthen safeguarding practices for trainees and other learners

General requirements

- undertake any professional duties commensurate with the grade of the post
- show commitment to the Trust, its inclusive ethos and equal opportunities for all in the Trust community, opposing strongly any form of discrimination
- maintain awareness of and comply with all relevant school policies – particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities

Notes:

- this job description outlines duties which are in addition to those detailed in the duties of a school teacher as per the Teachers' Standards
- it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- this role will include a teaching/training commitment
- the job description may be amended at any time in consultation with the post holder

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Programme Leader for ITT Person Specification and Selection Criteria

Essential

1. Qualified teacher status
2. Evidence of a minimum of 5 years leadership experience
3. Evidence of successful prior experience of teacher development
4. Evidence of the ability to work independently and as a part of a team
5. Demonstratable impact of effective coaching & mentoring
6. The ability to plan and facilitate effective training
7. The ability to plan and implement a curriculum
8. Evidence of a commitment to equal opportunities
9. A clear understanding of the factors which support high attainment in school for all pupils, and trainees on a school-based teacher training programme
10. Knowledge of the Core Content Framework and Early Career Framework
11. Knowledge of recent developments in education
12. Commitment to LETTA's vision, values and ethos

Desirable

1. Evidence of a minimum of 10 years teaching experience
2. Experience working in initial teacher education
3. Comprehensive understanding of recent developments in initial teacher education, including the implementation of the Core Content Framework in practice and the ITT Market Review
4. Experience of curriculum design