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Job and Person Profile

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| **Job title** | Suffolk and Norfolk Secondary School Centred Initial Teacher Training (SCITT) Leader |
| **Job Reference** | 109 |
| **Grade and Salary** | Soulbury Range – Points 14-17: £53,209 to £57,114  Points 18-19: £58,350 to £59,625 are awarded upon successful completion of the Structured Professional Assessment process. |
| **Directorate** | Children and Young People Services |
| **Service area** | Education and Learning |
| **Team** | Suffolk and Norfolk Initial Teacher Training Team |
| **Location** | Based at the University of Suffolk but will travel across East Anglia |
| **Hours per week** | 37 |
| **Status** | **Permanent** |
| This role offers the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)* * *Job sharing* * *Working compressed hours (eg a nine-day fortnight)* * *Term time working (including partial term-time working)* * *Use of flexitime / time off in lieu* * *Working from home (including hybrid home & office working)* * *Working from different Council buildings* * *Working adjusted core hours (eg starting later and finishing later or other patterns)*   All flexible working preferences will be considered alongside the individual demands and nature of the role. |

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| **Organisational Context** |

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

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| **Main purpose of the job** |

The post holder will provide leadership and management for the Suffolk and Norfolk Secondary SCITT and will be a Secondary phase specialist. The Secondary SCITT Leader will have strategic oversight of the day-to-day operation of the Tuition and Salaried routes, liaising with all partners to ensure coherence and consistency across the programmes.

The Secondary SCITT currently has 80 full time trainees across the Tuition and Salaried routes. We also offer a part time programme on the Tuition route in high priority subjects.

The post holder will work closely with the other leaders and managers of the Suffolk & Norfolk SCITT to ensure that the organisation offers a strong, cohesive approach to providing high quality school-based ITT in the region.

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| **About the team** |

The post-holder will join Suffolk County Council and be line managed by the Suffolk & Norfolk SCITT Executive Leader.

The nature of the post is such that the post-holder will work closely with the Teaching School Hubs, University of Suffolk and other partnership schools in the operation of the programme across both counties.

The Secondary SCITT Leader will report regularly to the Suffolk and Norfolk SCITT Steering Group and will be a member of the group.

The post-holder will also line manage the programme’s wide range of SCITT tutors and trainers.

The Secondary SCITT Leader will be a point of reference for trainees, mentors, tutors and others involved in the SCITT Programmes.

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| **What you will be expected to deliver in the role** |

This is an exciting opportunity to take on the leadership of a thriving Secondary school-centred initial teacher training programme which has gained a strong reputation for excellence. A key requirement will be to provide leadership to support the training of high quality teachers to meet local and national demands.

You will be expected to:

* Lead, manage and co-ordinate all the activities of the Secondary SCITT Programme (Tuition and Salaried), ensuring that it runs efficiently and effectively.
* Be able to deliver training sessions on various topics to the trainees across both programmes.
* Co-ordinate the teaching and assessment of trainees and contribute to these processes.
* Monitor and evaluate the work of all partners and their members, and provide accurate feedback to ensure the quality of the programme.
* Liaise with trainees, SCITT Tutors and school-based mentors to ensure that appropriate support is provided to ensure that trainees thrive on the course and that completion rates remain high.
* Co-ordinate and evaluate the quality of training and support for trainees, tutors and mentors to ensure the quality of good practice across the programmes.
* Ensure that good practice is identified and shared across the ITT programmes.
* Build upon and develop our existing strong and successful partnerships with the Teaching School Hubs, partnership schools and other educational organisations across East Anglia.
* Assist in quality assurance by monitoring and evaluating:
  + Recruitment and selection processes
  + Course delivery and training outcomes
  + Administrative and financial systems
  + Use of resources
  + Performance management
* Organise the promotion of the programmes and co-ordinate, in collaboration with the SCITT Executive Leader, the advertising, recruitment and selection of trainees.
* Manage the Secondary SCITT budget ensuring that audit requirements are met and County Council policies and procedures are adhered to.
* Ensure that research and innovation informs and enhances the SCITT training programme.
* Attend meetings with our key partners and deliver reports about the quality of the training programmes.
* Liaise with key organisations and professional bodies such as the Department for Education, the University of Suffolk and schools.
* Undertake other duties related to the nature of the post as may be required.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree or equivalent.
2. Qualified Teacher Status.
3. Further relevant professional and/or academic study to an advanced level. (Desirable)
4. Membership of professional organisations. (Desirable)

**Values and personal qualities**

1. Demonstrates personal values and behaviours aligned to our corporate [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) values.
2. Passionate about making a positive difference for Suffolk.
3. A passion for improving the social and economic success of young people in this area by being part of the continuous development of education in our region.
4. Ability to create a vision for the wide range of stakeholders involved in the Secondary programme, trainees, SCITT Tutors, school based mentors and other partners.
5. Self-motivated and resilient, able to develop effective partnerships and handle multiple lines of accountability to local authorities, the university and steering groups.
6. Excellent interpersonal, communication and presentation skills

**Specialist knowledge skills and experience**

1. Ability to deliver training sessions which link theory to practice for the trainees.
2. A clear understanding of the impact of school based initial teacher training on school improvement.
3. A knowledge and understanding of initial teacher training in relation to the current national position and the practical considerations for schools.
4. An understanding of broader professional development issues particularly as they relate to initial teacher training.
5. A track record of high quality and creative teaching in the Secondary phase.
6. Experience of successful coaching and mentoring.
7. Successful experience of senior leadership, including performance management. (Desirable)
8. Knowledge and understanding of budget management. (Desirable)
9. Evaluation skills especially of service performance. (Desirable)
10. Commitment to the use of evidence-based research to inform teaching and learning. (Desirable)
11. Knowledge of working in partnerships with other organisations. (Desirable)
12. Strong IT skills combined with a knowledge of online teaching strategies. (Desirable)

**Additional requirements**

*(These are required for this role, but it is not necessary to demonstrate in your application)*

1. Flexible in approach in order to meet the demands of the post and the different hours worked.
2. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
3. An enhanced DBS check is required for this role.
4. A full, clean UK driving licence is required.
5. Frequent travel across East Anglia.

**Travel requirements**

This organisation positively encourages the use of technology to communicate and engage, but in this role you will need to operate across a wide and rural area, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

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| **W** | **Wellbeing** – Looking after yourself and each other #oneteam |
| **E** | **Equality** – Respecting, valuing, embracing, and celebrating everyone’s unique differences |
| **A** | **Achieve** – We are the best we can be |
| **S** | **Support** – We work as one team |
| **P** | **Pride** – We are passionate about making a positive difference to the people and place of Suffolk |
| **I** | **Innovate** – We believe that every penny counts and every minute matters |
| **R** | **Respect** – We give and earn respect |
| **E** | **Empower** – We empower, encourage, and motivate |

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our ASPIRE values.

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| **Guaranteed Interview Schemes** | If you are a care leaver or have a recognised disability, please tell us on your application form and we offer a guaranteed interview for those who meet the essential criteria from the role. |
| **Reasonable Adjustments** | If you have a disability or long-term illness that may prevent you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.  **Tel: 03456 053 000 Email:** [**recruitment@suffolk.gov.uk**](mailto:recruitment@suffolk.gov.uk) |

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| We offer a fantastic working environment including diverse and active staff networks,  great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents. Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more. |

