**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | **Secondary SCITT Leader** |
| **Job Reference** | 20370 |
| **Grade and Salary** | Soulbury Range, Points 14-18: £59,766 - £65,342 per annum (Pro rata for part time)Points 19-21: £66,724 - £68,811 per annum (pro rata for part time) are awarded upon successful completion of the Structured Professional Assessment |
| **Service and Team** | Children and Young People’s Services |
| **Location** | 120 Star Lane, Ipswich, IP4 1JN - Hybrid / Regular visits to schools |
| **Hours per week** | 37 |
| **Status** | **Permanent** |
| This role may offer 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)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

The post holder will be a Secondary phase specialist and provide leadership and management for the Norfolk, Essex and Suffolk Teacher Training (NESTT) Secondary programmes. They will have strategic oversight of the day-to-day operation of the Secondary Initial Teacher Training programmes, liaising with all partners to ensure coherence and consistency.

The post holder will work closely with the other leaders of NESTT 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 NESTT 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 Leader will report regularly to the NESTT Steering Group and will be a member of the group.

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

The Secondary Leader will be a point of reference for trainees, mentors, tutors and others involved in NESTT’s Secondary 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 ITT programme ensuring that it runs efficiently and effectively
* deliver training sessions on various topics to the trainees
* secure high-quality placements for trainees
* co-ordinate the teaching and assessment of trainees and contribute to these processes
* monitor and evaluate the work of all partners and provide accurate feedback to ensure the quality of the programme
* liaise with trainees, NESTT 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
* organise the promotion of the programmes and co-ordinate, in collaboration with the NESTT Executive Leader, the recruitment and selection of trainees.
* manage the Secondary NESTT 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 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
* 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
* undertake other duties related to the nature of the post as may be required.

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

**Qualifications and Professional Memberships**

Essential

1. Degree or equivalent
2. Qualified Teacher Status

Desirable

1. Further relevant professional and/or academic study to an advanced level
2. Membership of professional organisations

**Specialist knowledge skills and experience**

Essential

1. Current involvement in ITT and / or recent experience of teaching in a secondary school setting
2. Ability to deliver training sessions which link theory to practice for the trainees
3. A clear understanding of the impact of school based initial teacher training on school improvement
4. A knowledge and understanding of initial teacher training in relation to the current national position and the practical considerations for schools
5. An understanding of broader professional development issues particularly as they relate to initial teacher training
6. A track record of high quality and creative teaching in the Secondary phase
7. Experience of successful coaching and mentoring

Desirable

1. Successful experience of senior leadership, including performance management
2. Knowledge and understanding of budget management
3. Evaluation skills especially of service performance
4. Commitment to the use of evidence-based research to inform teaching and learning
5. Knowledge of working in partnerships with other organisations
6. Strong IT skills – ideally within a Google environment

**Values and Personal Qualities**

Essential

1. 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
2. Ability to create a vision for the wide range of stakeholders involved in the Secondary programme, trainees, NESTT Tutors, school based mentors and other partners
3. Self-motivated and resilient, able to develop effective partnerships and handle multiple lines of accountability to local authorities, the university and steering groups
4. Excellent interpersonal, communication and presentation skills

**Additional requirements**

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

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| **Travel requirements** |

We encourage using technology, but you must travel for this role. You need a valid driver's license and transportation or meet mobility requirements. If you have a disability, talk to the contact below. They can help you with reasonable adjustments for this role.

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| **Our values – WE ASPIRE** |



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.

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

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

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, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.