



Durrington Multi Academy Trust

SCITT Manager and Secondary Programme Lead

JOB DESCRIPTION

What is the purpose of the role?

- ◆ To deliver outstanding teaching training across the The South Downs SCITT
- ◆ Accountable for the recruitment of and outcomes for trainees; quality of training across the partnership; leadership and management of the partnership
- ◆ To communicate well with partnership schools and provide support for trainees and mentors during placements in school
- ◆ Report as necessary to the SCITT Governing Body
- ◆ Line manage the work of the Primary Lead
- ◆ Line manage the work of the Secondary Subject Tutors
- ◆ Line manage the work of the SCITT coordinator
- ◆ Ensure ITT compliance and the strategic development of the course content responding to local and national needs of ITT, including all policy changes.
- ◆ Contribute to school improvement

What are the role particulars?

- ◆ The time allocated by the role is dependent on recruitment numbers to the SCITT; other teaching/leadership work would make up the role
- ◆ DMAT scale depending on prior impact and experience
- ◆ Accountable to the SCITT Director and headteacher
- ◆ The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – What you have to do

- ◆ Be a fantastic advocate for DMAT and teacher training
- ◆ Provide excellent support to trainees and their schools so they can attain the highest standards
- ◆ Responsible for the development, delivery, monitoring and quality assurance of the Teacher Training programme for The South Downs SCITT
- ◆ Represent The South Downs SCITT at national and regional NCTL and NASBTT training and networking events
- ◆ Lead The South Downs SCITT Programme Board and Quality Assurance Board
- ◆ Promoting The South Downs SCITT and school based training opportunities, leading the selection and interview process for Secondary trainees
- ◆ Drive the marketing of The South Downs SCITT Secondary course, advertise and attend recruitment events
- ◆ Deliver elements of the course where appropriate and organise the delivery of all elements of the Secondary course
- ◆ Organise, manage and publish the theoretical and practical programme for Secondary Professional Studies and Subject Study
- ◆ Be responsible for keeping the handbook updated and relevant paperwork as required for all aspects of the course
- ◆ Lead the work of the SCITT Co-ordinator to organise Student Finance, Bursaries and the completion of the DMS and bids process
- ◆ Share in the responsibility for the assessment of all QTS Secondary trainees throughout their course including the assessment of e-portfolios, reflective journals, classroom observations and PGCE assignments (the PGCE is validated by The University of Chichester)
- ◆ Support mentors and PTs with the moderation of trainee progress
- ◆ Produce a termly report for the SCITT governing body and DMAT board
- ◆ Line manage the Primary lead, SCITT coordinator and work of the secondary subject tutors
- ◆ Set the budget with DMAT team and ensure value for money , plan for financial health of the SCITT and some streams of income
- ◆ Ensure training of mentors and professional tutors is of a consistently high standard; through visits and monitoring
- ◆ Communicate effectively to a wide range of stakeholders

Person Specification

Leadership Attributes	Essential	Desirable
Personal drive and accountability	<p>Uses a range of strategies and techniques, to enhance own and others effectiveness; motivating others to succeed through your leadership/work.</p> <p>Visible and credible leader.</p> <p>Excellent oral and written communication skills, being able to effectively communicate to a range of stakeholders.</p>	Evidence of leading an area that has made a significant impact.
Experience	<p>Worked with other teachers to develop their practice and so positively influenced the progress of other groups of students.</p> <p>Evidence from your existing work of successfully engaging and securing positive outcomes for all students</p> <p>The ability to effectively and efficiently interpret and correlate a range of data streams, drawing summative conclusions which are then acted upon, using relevant data systems.</p> <p>Committed to the idea of evidence informed teaching and able to articulate how this has informed your teaching.</p> <p>Evidence of providing regular reports to various stakeholders.</p>	<p>Leadership role in a school with a truly comprehensive intake.</p> <p>Evidence of leading teams that have demonstrated high impact of working at a strategic level to bring about positive change for staff/students.</p>
Specialist knowledge	<p>Knowledge of current best practice within and outside of the school (e.g. EEF).</p> <p>A secure knowledge and understanding of evidence-informed pedagogy that leads to effective learning.</p> <p>Evidence of being a successful professional tutor or HEI or SCITT Tutor or similar</p> <p>NSPCC online safe recruitment completed. If not held it would be needed prior to appointment</p> <p>Safeguarding knowledge.</p>	
Delivering continuous improvement	<p>Involve and inspire stakeholders to support your leadership.</p> <p>Sets out vision and pathways to achieving this within teams led.</p> <p>Evidence of being able to successfully blend strategic planning and operational work to achieve goals.</p> <p>Evidence of effectively evaluating the impact of actions taken.</p>	
Impact and influence	<p>Uses direct and indirect influence to gain support, build alliances and secure support before presenting proposals or making decisions.</p> <p>Able to successfully promote work you have led on.</p>	
Resilience and emotional maturity	<p>Resolves conflict in a calm, restrained way, with empathy and seeks support appropriately.</p> <p>Implements appropriate decisions that lead to improvement even if difficult.</p> <p>Responds positively when faced with personal criticism or setbacks, maintaining a sense of perspective.</p> <p>Has significant capacity and resilience.</p> <p>Ability to manage time well.</p> <p>Is highly responsive and effective to staff needs.</p>	