



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
ALLIANCE FOR LEARNING TEACHING SCHOOL
Director of SCITT/ Assistant Director of Teaching School

Salary range L17 – L21
Required from January 2019

The Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's core aim is to offer a quality education that guarantees choices for every one of our pupils. There are currently eight schools within the Trust. Our values of hard work, passion and integrity are at the heart of everything we do.

BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

The Alliance for Learning SCITT is a dynamic, high-quality teacher training provider offering a range of school-based routes into teaching in the early years, primary and secondary sectors. We work in collaboration with a partnership of over 60 primary schools, secondary schools and early years settings, colleges and universities across Greater Manchester and Lancashire. We are seeking a highly qualified, enthusiastic senior leader who is committed to providing outstanding initial teacher training.

The Director of SCITT is responsible for all programmes designed to support the recruitment and retention of teachers new or recently appointed to teaching, as well as being the lead for the regional centre for the teacher subject specialism training playing a strategic role in the area. In addition, the role holder will be part of the leadership team of Altrincham Grammar School for Girls and contribute to leadership work within the school.

Main responsibilities of the post holder

- To lead all aspects of the initial teacher training (ITT) programme including school direct trainees and primary and secondary SCITT trainees.
- To contribute to the strategic objectives of AGGS school and the Teaching School.

The successful candidate will have demonstrated excellent leadership, management and communication skills in his or her present role. Teamwork, high standards and a capacity for hard work will have been at the core of his or her success. He or she will be a creative thinker with an ability and determination to further develop the Alliance for Learning as a centre of excellence. The role holder will lead on the development of partnerships for ITT provision and mutually beneficial relationships with other schools, external agencies and organisations to help further the Teaching



School's mission and vision. The role holder will work closely with the Director of Teaching School and Partnerships to support the overall development of the teaching school alliance and contribute to school improvement work and programme development.

Key responsibilities

Leadership and management

- Setting the vision for SCITT and ensuring effective strategic planning
- Leadership of local and regional teacher subject specialism training
- Leadership of excellent training and support for trainees
- Contributing to the long-term development of the Teaching School
- Overall leadership, design and implementation SCITT/ITT programmes
- Strategic development of the full range of activities within the SCITT programmes
- Responsibility for reporting to governors and strategic partners about SCITT activity against targets
- Liaison with all those contributing to the range of projects and assignments contained within the course
- Leadership of mentors in all partner schools, colleges and organisations, to further develop programmes
- Strategic development and maintenance of links beyond the partnership
- Strategic development of selection procedures in collaboration with Alliance schools, leadership of interviews and the selection of trainees
- Responsibility for pastoral development and well-being of trainees
- Overall quality assurance of all ITT programmes
- Line management of the SCITT administration team and SCITT leads and the quality assurance tutors
- Responsibility for compliance with ITT/EYTS criteria
- Overall responsibility of placement requests in co-ordination with DfE and UCAS admissions systems.
- Partnership with local, regional and national external sector specific agencies and organisations at senior level.
- Liaison with partner headteachers to support local and regional recruitment.
- Implementation of all NQT appropriate body services
- Leadership of NQT development and training across the teaching school alliance
- Leadership of RQT development and training across the teaching school alliance

Finance

- Leadership of budget planning across all ITT and new teacher areas
- Authorisation of payments and orders
- Coordination and validation with student loans company
- Setting, monitoring and reporting on the budget in liaison with the school finance team
- Reporting to governors and strategic partners
- The ongoing development of the finance and business model



School-based training

- Leadership of the SCITT subject leads
- Overall responsibility for all SCITT documentation
- Strategic leadership of teaching practice placements
- Leadership of trainee observations within each placement
- Responsibility for accurate trainee grading against the teachers' standards and completion of QTS or EYTS
- Training of professional mentors and subject mentors

Monitoring and assessment

- Managing assessment procedures, including the grading of trainees
- Making recommendations to the assessment board based upon evidence
- Ensuring successful moderation and quality control procedures
- Responsibility for reporting to the DfE, including completing the trainee census

Masters level content

- Liaison with the HEI course representatives

Review, evaluation, improvement and innovation

- Evaluation and review of the ITT programmes (including SCITT & school direct)
- Production of self-evaluation document
- Design and implementation of the SCITT improvement plan
- Management of Ofsted inspection arrangements
- Chairing the partnership board
- Contribution of the Teaching School action plan
- Reporting to teaching school strategic partners

Leadership at Altrincham Grammar School for Girls

- Strategic development of the school
- Responsibilities as determined by the Principal, commensurate with the role of an assistant vice principal

Additional Specific Responsibilities

- Support the school in its open evenings and award evenings.
- Support the school in its entrance examination.
- Any other relevant duties requested by the Principal.

General Duties

- Carry out a share of supervisory duties in accordance with published schedules. Fulfil the conditions of employment of school teachers as laid down in the Pay and Conditions Document.

This job description is not prescriptive and may be changed, in consultation with the post-holder, to meet the changing needs of the Trust, Altrincham Grammar School for Girls or the Teaching School.



Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, providing your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period.

Copies of the job description and application forms are available from the school website or by email (recruitment@aggs.bfet.uk). The closing date for applications is Monday 24 September 2018 at 12 noon. Applications are welcome electronically or by post and should be emailed to recruitment@aggs.bfet.uk and addressed to Mrs C Williams. Interviews are to be held in the week beginning Monday 1 October 2018. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

If invited for interview, candidates are requested to bring original copies of the following documents which we need to have sight of on the interview day:

- Degree Certificate
- QTS Certificate
- National Insurance Card (or letter from HMRC)
- Photo identification (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.
- Evidence of current pay - recent payslip and school salary notification letter stating where you are on the pay scale (if applicable)
- Evidence of Threshold/UPR (if applicable)

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification

	Essential	Desirable
<i>Qualifications, Educational, Training</i>	Degree and teaching qualification. QTS Recent relevant in-service training.	Post-graduate qualification. Professional qualification e.g. NPQH/ NPQSL
<i>Relevant Experience</i>	Successful leadership within a substantial middle or senior management role. Experience of initial teacher training. Experience in school self-evaluation and development planning. Substantial and successful work within professional development. Evidence of a contribution to wider educational issues. Experience of collaborating with/supporting other schools.	Engagement in research. Teaching school experience. Experience with writing and submitting successful bids. Experience and understanding of managing strategic communications and marketing.
<i>Knowledge, skills, abilities</i>	Understanding of the wider education landscape and the opportunities and challenges it brings. Understanding of what constitutes high quality teaching. Very good oral and written communication skills. Excellent ICT skills Ability to generate enthusiasm for teaching and for learning in general. Ability to work as part of a team. Ability to lead and motivate others. Ability to plan, organise, review and adapt. Ability to lead INSET.	
<i>Leadership and Management</i>	Understanding of the importance of governance and strategic partnerships. Ability to innovate, manage change and lead growth. Ability to motivate, support and inspire trust in others. Ability to confront and resolve problems. Ability to work well under pressure. Ability to formulate, monitor, evaluate and review plans and policies.	
<i>Teaching School</i>	Understanding of how to manage sustainable business growth Commitment to further training and a willingness to participate in relevant CPD e.g. facilitation. Willingness to contribute to all teaching school activities.	
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	



<i>Others</i>	Flexibility and a willingness to be involved in change. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. To be prepared to work flexibly outside the school hours.	
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The skills and attributes listed above will be assessed through:

- The application form and any relevant tasks on the interview day.
- A formal interview, along with supporting evidence from referees.

Further information about:

- BFET is available on the Trust's website <http://bfet.co.uk/>
- AGGS, including a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website <http://www.aggs.trafford.sch.uk/>.
- The Teaching School: <http://allianceforlearning.co.uk/>

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