



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
ALLIANCE FOR LEARNING TEACHING SCHOOL

Teacher Subject Specialism Training Administrator

Full-time term-time only (plus 5 extra days)
36.25 hours a week

Salary NJC Scale 3 £17,681 pro-rata (Actual starting salary £15,141)

Fixed-Term for two years (subject to funding availability)

Local government pension scheme

Required from September 2018

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 is a dynamic, high-quality organisation providing training, school to school support and offering a range of school-based routes into teaching in the early years, primary and secondary sectors through our SCITT (school centred initial teacher training) within our Teaching School and we are passionate about supporting teachers at every stage of their journey.

We are seeking an experienced, highly skilled administrator who is committed to our Teaching School values and who will provide outstanding administrative support for the programmes outlined below. The post holder will support the administration and coordination of teacher subject specialism training (TSST) as well as play a key role in our teaching school team.

The purpose of the TSST is to improve the subject knowledge of non-specialist teachers and returning teachers. The Alliance for Learning Teaching School is both a local lead school and regional lead school for the programme.

The local lead school is responsible for design and delivery of TSST mathematics programmes for teaching assistants, and primary and secondary school teachers, in liaison with the Centre for Innovation in Mathematics Teaching at the University of Plymouth (CIMT).



The regional lead school is responsible for coordination and development of TSST provision in the Lancashire and West Yorkshire region.

The post holder will support the Director of SCITT with administration and coordination of this project.

Main Duties and Responsibilities

The post holder will be based at Altrincham Grammar School for Girls and may be expected to travel to other centres and partnership schools in order to undertake the duties outlined:

Regional TSST:

- Liaison and communication with all local lead schools in the Lancashire and West Yorkshire region
- Completion of partnership agreements with all local lead schools
- Collection of partnership data from all local lead schools
- Registration of all TSST participant with the DfE via the online portal
- Administrative support for the distribution of grant funding to local lead schools
- Completion of reports as required to the Department for Education
- Support for the regional strategic recruitment plan for the TSST programme
- Overview of the regional TSST webpage
- Contributing to the TSST marketing strategy

Local TSST:

- Liaison with applicants to the local TSST maths programmes
- Collection of participant data on all programmes
- Liaison with CIMT (Centre of Innovation for Mathematics Teaching) as necessary
- Completion of reports as required to the Department for Education
- Overview of the Local TSST webpage

Other duties may be undertaken from time to time to support the more general work of the Teaching School. These may include:

- To undertake any general administrative work for members of the Teaching School team.
- To liaise with project partners of the Teaching School, both nationally and internationally.
- To organise and attend if necessary, any meetings required by Head of Teaching School and the Assistant Head of the Teaching School
- To take minutes at any meetings required by Head of Teaching School or the Assistant Head of the Teaching School.
- To work with the Teaching School team to organise any visiting delegations.
- To perform any other duties requested by the Principal or Head of Teaching School.



Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Teacher Subject Specialism Training Administrator will participate in the school's appraisal arrangements and an experienced reviewer (line manager) will be appointed to assist in the Teacher Subject Specialism Training Administrators' development.

Probationary period

The appointment is subject to a six-month probationary period. At the end of this period, provided service has been satisfactory, the appointment will be confirmed. If service is not satisfactory employment may be terminated within the probationary period. BFET requires six weeks written notice to resign from the post.

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

- Qualification Certificate(s) (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID to provide evidence of the right to work in the UK (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.

Applications: Please return your application to Mrs C Williams at the school by midday on Monday 1 October 2018. Interviews are to be held on Thursday 18 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.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.



Personal Specification

	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Previous administrative experience, experience of coordinating events and multi-tasking. • A willingness and ability to provide assistance across a range of departments. • Proven experience or ability in diary and email management. • Strong inter-personal skills and relationship management. 	Experience of working in a school environment.
Knowledge, skills, abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • GCSE English and Mathematics up to GCSE level grade C or above. • Excellent telephone manner and oral skills. • Working knowledge of Microsoft Office, including Word, Excel and PowerPoint. • A basic understanding of budgets and finance • A working knowledge of health and safety practices within an office environment. • Ability to preserve confidentiality and discretion. • Ability to work under pressure and multi-task pressure and stay calm at all times. • Ability to prioritise. • Ability to be self-motivating. • Ability to work efficiently at speed. • Excellent IT skills. • Good time management and an ability to prioritise 	
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
Personal qualities/others	<ul style="list-style-type: none"> • A commitment to the vision and values of the Teaching School. • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. • Smart, professional appearance. • Flexibility and adaptability. • Initiative and self-confidence and the ability to deal with difficult situations. • Initiative and confidence when dealing with difficult situations. • Organisation. 	



	<ul style="list-style-type: none">• Tact and discretion.• Commitment to further training and development.• A commitment to teamwork	
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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/>

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 Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.