

CTTC Assistant Consortium Director

Job description

Job Title:	CTTC Assistant Consortium Director - with responsibility for Primary ITT
Grade:	L5 – L12
Reports to:	CTTC Consortium Director

The primary role of the Assistant Consortium Director is to assist the Consortium Director of the Colchester Teacher Training Consortium's ITT programmes, to support the implementation of the overall CTTC strategic plans and to lead the undergraduate Primary ITT programme.

The Assistant Consortium Director will be responsible for the implementation and monitoring of what has been agreed by the Consortium Director and ensuring the quality assurance of the Undergraduate Teacher Training programmes, according to the requirements made by the Department of Education, Ofsted, the DFE and HEI. The Assistant Consortium Director will also contribute to the postgraduate ITT programme, including the PGCE.

Line Management

- Course Administrators
- Lead Mentors

Key Responsibilities:

Leadership

- Support the Consortium Director in implementing the CTTC Strategic Plan
- Lead the academic undergraduate Primary ITT programme, including the management of the delivery team, liaison with the University of Suffolk for compliance, moderation and monitoring purposes.
- Assist in report writing/administrative tasks for the Lead School, Steering Group and the various sub committees regarding CTTC and undergraduate ITT issues.
- Assist in working with external agencies, including the DFE, the Eastern Network of ITT providers, NASBTT and University of Suffolk to ensure that CTTC is correctly following national policies for Initial Teacher Training.
- Assist CTTC stakeholders through training and by supporting them to implement any changes to the course programme/s.
- Work with partner schools to identify staff that can support and contribute to facilitation of the programme.
- Oversee the progress of students on the undergraduate programme, provide effective support for their success.

Recruitment

- Contribute to the DfE course information administrative process.
- Assist in the recruitment of high quality students and trainees, alongside the University of Suffolk, ensuring that CTTC recruits to target.

- Assist in quality assuring the recruitment arrangements, ensuring that all students awarded placements have initial needs assessments and training plans in place at the start of the course.
- Support the Consortium Administrators in producing appropriate recruitment information about the courses in suitable publications, promotional literature and through the CTTC web site.
- Contribute to CTTC's social media and marketing presence.
- Lead recruitment interviews.
- Represent the CTTC at local and national recruitment events.

Communication and Liaison

- Assist in representing the CTTC at all local East Network meetings.
- Lead on the liaising and communicating with the University of Suffolk on all matters to do with the efficient and effective running of the primary undergraduate courses.
- Assist in facilitating regular meetings with the training teams to enable the sharing of good practice and to discuss future improvements to the course programmes.

Training

- Coordinate and manage the day-to-day running of the ITT programmes and the PGCE.
- Organise and lead the centre based training programme and students/mentor handbook.
- Liaise with partner schools to identify specialists who can deliver GPS sessions.
- Support students by monitoring their progress and outcomes and adapting their training as necessary.
- Through leadership of the Lead Mentor team, provide students with clear direction and guidance regarding their progress.
- Set up and maintain appropriate materials on Brightspace for all trainees which can be easily accessed by Mentors and Lead Mentors for monitoring purposes
- Support the training team in developing Brightspace as a tool for effective communication and the sharing good practice.
- Provide support and guidance for facilitators to enable them to deliver effective training.

Assessment

- Assist in the monitoring and quality assurance of assessment procedures for QTS and PGCE.
- Provide annual reports for the University of Suffolk regarding the undergraduate programme and attend regular meetings with university representatives.
- Liaise with the University of Suffolk to ensure that a sample of all student materials are moderated for quality assurance purposes.
- Collate assessment information from Mentors, Lead Mentors and Brightspace and produce termly tracking sheets to highlight trainees' progress and to inform future target setting.
- Lead in liaison with the Consortium Director, Moderation Meetings to moderate and quality assure student work.

Support and Development

- Assist in the co-ordination and provision of staff across all the partner schools, including the identification of any new resources and staff training needs
- Assist in ensuring trainees and trainers are up to date in the latest research. Ensuring that this is embedded into the course whilst maintaining reduction in workload to improve practice.

- Assist in coordinating, monitoring and quality assuring the work of Lead Mentors and Mentors.
- Help motivate and encourage and interest students and staff and provide advice and support when appropriate.
- Provide practical support to all the Colchester Teacher Training Consortium staff and intervene, if requested, in serious cases of poor trainee student attendance, attitude, punctuality or standard of work.
- Provide additional support, where required, to members of the training staff and deal effectively with any concerns about the quality of the provision.
- Be a visible presence at training sessions to be a point of contact for students and University of Suffolk staff.
- Provide post ITT ECT support if requested by using agreed support levels with Mentors at the end of the academic year.
- Support and promote the activities of Alpha Teacher Development in their role of leading teacher development and career progression.

Quality Assurance, Monitoring and Evaluation

- Ensure that Colchester Teacher Training Consortium complies with the DfE current Requirements for Initial teacher Training by taking a lead in checking the administration directly linked to compliance and review the policy.
- Assist in monitoring the overall quality of the ITT provision using Colchester Teacher Training Consortium quality assurance procedures.
- Complete the administration and termly questionnaires.
- Assist in quality assuring the ITT courses by implementing the QA Review Cycle laid out in the CTTC handbook.
- Observe a sample of training sessions to ensure trainees have opportunities to achieve outstanding outcomes.
- Assist in facilitating the annual External Examiner's visit and act upon recommendations in the subsequent report.
- Co-observe trainees alongside Mentors and Lead Mentors to quality assure the judgements being made.
- Quality assure staff development Lead Mentors, Mentors and Administrators to ensure that all personnel are equipped for their responsibilities and that a consistently high standard of course delivery is assured across all consortium schools.

Health & Safety

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Lead School Principal to carry out appropriate duties within the context of the job, skills and grade

Colchester County High School for Girls
Person Specification for Post of CTTC Assistant Consortium Director

Specific Criteria	Essential	Desirable
Qualifications and Professional Development		
Qualified Teacher Status	✓	
Degree	✓	
Higher degree or professional qualification		✓
Substantial and sustained professional development over the last 3-5 years	✓	
Experience		
Teaching qualifications and training in the Primary phase	✓	
Excellent classroom practitioner	✓	
Middle management in an educational context	✓	
Leadership role in ITT provider e.g. Lead Mentor		✓
Evidence of leading change and innovation in an educational context	✓	
Professional Knowledge and Understanding		
Of teaching and learning strategies	✓	
Of the characteristics of effective teacher training	✓	
Of current developments affecting ITT		✓
Of the principles and practice of organisation self-evaluation		✓
Of how effective leadership and management can bring about improvement in standards	✓	
Of the potential use of new and emerging technologies to enhance learning and as a management tool		✓
Evidence of keeping up to date with educational thinking and developments	✓	
Leadership and Management Skills and Attributes		
Excellent organisational skills	✓	
Excellent verbal and written communication skills for a variety of audiences	✓	
Excellent decision making skills	✓	
Good ICT skills	✓	
Ability to inspire and motivate trainees and colleagues	✓	
Ability to create a culture and ethos of challenge and support where all trainees can achieve success	✓	
Ability to engage all stakeholders in rigorous self-evaluation, improvement planning and review	✓	
Ability to analyse and use data to inform improvement strategies	✓	
Ability to work with and across a diverse range of consortium schools	✓	
Ability to foster an open, equitable culture and manage conflict	✓	