



### **Job description**

<b>Job Title:</b>	Appropriate Body (AB/ITT) Initial teacher Training Lead Manager
<b>Pay Scale:</b>	U1-L1 £38,960-£42,195 Fixed Term.
<b>Responsible to:</b>	Vice Principal: Director of Alpha Teaching School Hub
<b>Working with:</b>	All CCHSG Staff, Alpha Trust Schools, Teaching School Hub Partners & Colchester Teacher Training Consortium

### **OVERALL RESPONSIBILITY**

- Implement and monitor Appropriate Body services for early career teachers
- Support the recruitment and retention of Initial Teacher Training for the Alpha Teaching School Hub Designated LAD areas.
- To represent Alpha Teaching School Hub on collaboration and contributions to ITT events in the Eastern Region
- To support the recruitment and onboarding of schools for the Early Career Framework to Alpha Teaching School Hub

### **Appropriate Body Services**

- To manage the strategic provision and development of the Early Career Teacher (ECT) induction programme to ensure the provision of high quality early professional development.
- To monitor, challenge and empower school leaders to deliver high quality provision for ECTs, overseeing preparation and quality of Induction and ensuring assessment is fair and rigorous in accordance with the statutory requirements.
- To act as the principal link between Alpha Teaching School Hub, schools and teachers' unions to manage and resolve complex issues drawing on collective expertise and combined resources to ensure there are high quality Early Career Teachers with Alpha Teaching School Hub.
- Plan, develop, implement, monitor and review effective training which enables schools to fulfil their statutory requirements.
- Be responsible for the quality assurance of ECT Induction in schools; develop and implement mechanisms to ensure ECTs are receiving their statutory entitlements and are well supported in their schools.
- Work collaboratively within and across functions, with school leaders, the Teaching Regulation Agency and other national and regional organisations providing responsive, robust, practical advice and solutions on issues regarding ECTs.



- Deepen and grow the provision through partnership working, promotion and marketing to ensure financial viability.
- Manage and support the training of new and existing ECT mentors/Induction tutors
- To ensure procedures for users of Alpha Teaching School Hub appropriate body services are continually reviewed to ensure efficiency and effectiveness for schools.
- To oversee the CRM system and administration in relation to appropriate body services.

### **Initial Teacher Training**

- Work with Colchester Teacher Training Consortium Directors and ITT providers to promote and deliver the highest quality teacher training
- Establish and develop the partnerships with all stakeholders including designated area schools, Local Authorities, Curriculum Hubs, partner ATs, former Teaching Schools and training partners
- To attend ITT regional meetings
- To meeting with ITT providers within the Alpha Teaching School Hub LAD areas and support the recruitment and retention of trainee teachers.
- To hold ITT strategic meetings with providers in the Alpha teaching School Hub Region
- To develop and contribute to ITT events (within the Alpha Teaching School Hub Region and in collaboration with other teaching school hubs.)

### **Other Duties**

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Area Safeguarding & Child Protection Procedures.
- To work to and uphold the Teacher Standards, following all School and Alpha Trust policies and procedures.
- Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable Alpha Teaching School Hub to meet changing needs.
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
- Maintain a professional portfolio of evidence to support the Performance Management process.
- To support the recruitment and onboarding of schools for the Early Career Framework to Alpha Teaching School Hub
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.



**To undertake such other duties as may be agreed upon from time to time with the Vice Principal: Director of Alpha Teaching School Hub.**

### **Health and Safety Responsibilities**

#### **Control**

- Looking after their own safety and the safety of others affected by their work.

#### **Co-operation**

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

#### **Communication**

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Reporting to the School any changes in personal circumstances which might affect their health and safety in school (i.e. pregnancy, illness etc.)

#### **Competence**

- Taking part in any health and safety training and development identified as necessary by the Executive Principal or Line Manager.

#### **Planning and Implementation**

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving students or other non- employees, risks are assessed as part of the planning stage and control measures implemented.

#### **Monitoring**

- Reporting health and safety incidents, in accordance with the School's Health and Safety Incident Reporting Procedure.

#### **Safety Education**

- All employees are responsible for contributing to the safety education of students through the formal and informal curriculum.
- All employees are responsible for ensuring that any visitors in their care follow health and safety instructions.
- All employees are responsible for the effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.

## **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

Various tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's continuing professional development programme, and will be attached to the job holders own job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a



comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the students in their charge.

**This job description does not form part of the contract of employment. It describes the way the post holder should perform and complete the particular duties set out above.**



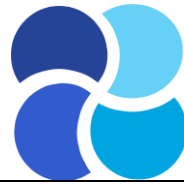
**Alpha Teaching School Hub Appropriate Body/ITT Lead Manager  
PERSON SPECIFICATION**

***(The person specification should be read in conjunction with the job description)***

	<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
1	Intellectual capacity and mental resilience to manage a large and diverse workload.	✓	
2	An enthusiasm for the job and an ability to motivate others.	✓	
3	An ability to be both a team leader and a team player.	✓	
4	Commitment, energy, creativity and imagination. A capacity for hard work.	✓	
5	A positive approach and attitude to change.	✓	
6	An ability to listen to the ideas of others and use them when appropriate.	✓	
7	A well-developed sense of humour.	✓	
9	Personal drive and ambition for self and others.	✓	
10	Prepared to travel.	✓	
	<b>Experience and Personal Development</b>		
11	An outstanding classroom practitioner.	✓	
12	Evidence of high level leadership skills and emotionally intelligent management to get the best out of people.	✓	
13	Previous experience in Appropriate Body Services/ITT/Mentoring		✓
14	Evidence of having supported staff progression successfully	✓	
16	Evidence of commitment to personal professional development.	✓	
17	Experience of monitoring and evaluating.	✓	
18	Educated to RQF Level 6 (Bachelor's degree) or above and possesses qualified teacher status (QTS).	✓	
19	Previous managerial experience of managerial experience of initial teacher training/mentoring/NQT/ECT induction. A proven ability to provide practical solutions to training issues/teacher improvement in schools, a well-informed perspective on major aspects of professional development and a deep understanding of the principles of effective teaching and learning and high-quality mentoring.	✓	
	<b>Knowledge, Understanding and Skills</b>		
20	Excellent understanding of the key elements of outstanding teaching.	✓	
21	Excellent communication skills (oral and written), including presentations and to smaller meetings.	✓	
22	An ability to analyse and interpret data.	✓	
23	Strong organisational, administrative and time management skills.	✓	
24	An excellent understanding of current issue pertaining to Appropriate Body Services, initial teacher training and Early Career Framework	✓	
25	An understanding of how to coach teachers to be more effective.	✓	
26	An understanding of the importance of networking and relationship	✓	



Alpha  
Trust



Alpha  
Teaching School Hub

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**June 2022**