

| JOB DESCRIPTION | |
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| Job Title | SCITT Course Manager (Maternity Cover) |
| Salary Scale | G (£24,982 - £27,041 pa) |
| Hours of Work | 37 hours per week |
| Weeks Worked | 52 |
| Responsible to | Director of SCITT |
| Location | Inspiration Trust Curriculum Centre |

MAIN PURPOSE OF ROLE

- Under the direction of the Director of SCITT, and in accordance with the practices and procedures of the Trust and national statutory requirements for Initial Teacher Education, manage recruitment, applications and selection processes, day-to-day office requirements and administration to ensure they are delivered to a high standard
- Develop and lead administrative functions to support the School-Centred Initial Teacher Training Programme (SCITT) and ensure its efficient and effective operation.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Director of SCITT
- Direct Liaison with the ITT Leadership Team, Course Leads, Professional Tutors, External partners, teaching and non-teaching contacts, Central Trust Staff and all other Trust staff as necessary.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To take a lead in development, planning and implementation of efficient administrative support services within the SCITT.
- To manage the efficient and effective delivery of admissions and office support services ensuring they meet the needs of the SCITT. Services to include, but not be limited to SCITT Admissions
 - o General clerical and administrative support including word processing, photocopying, filing faxing, e-mailing and scanning of documents

- o Liaising with Central Finance Team and Site Team to receive goods and organise the storage of supplies
- o Carrying out administrative arrangements regarding admissions and leavers
- o Providing administrative support as necessary
- o Ensure accuracy and timely completion of all returns, communications and other statutory information requirements of the National College of Teaching and Learning (NCTL)
- To support with administrative functions related to recruitment planning, as well as the application and selection process, and to lead on onboarding.
- To work with external organisations and internal functions within Trust to ensure systems are set up for the training year, and to maintain these throughout.
- To work with the SCITT leadership team to support in maintaining accurate records for the purposes of data analysis and reporting including recruitment data, trainee surveys and absence.
- To manage and prioritise day-to-day office workloads, including ensuring administrative support is provided
- To take a lead in co-ordinating internal communications within the SCITT to include production of staff bulletins, newsletters and to provide support and assistance to staff in the design and distribution of publications, booklets and materials to maximise impact and effectiveness
- To take the lead in ensuring administrative support for the planning and delivery of corporate events.
- To attend Trust meetings where appropriate
- To provide planning, organisational and administrative support for the provision of SCITT.
- To assist at/attend SCITT management meetings as required
- To undertake general duties of an administrative or organisational nature that are within the scope of the post, as determined by the Director of SCITT. These may, on occasions, necessitate management of other non-teaching support services.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Qualifications | | |
| Good basic level of education preferably including GCSE (or equivalent) in Maths and English | ✓ | |
| NVQ Level 3 in a relevant discipline or equivalent experience | | • |
| Experience | | |
| Experience of working in a busy business / school environment preferably at a management level | ✓ | |
| Experience of designing and implementing new policies, systems, processes, controls and ways of working | ✓ | |
| Good experience of development, management and operation of organisational and administrative procedures | ✓ | |
| Experience of working effectively with colleagues at all levels | ✓ | |
| Experience of problem solving | ✓ | |
| Experience of administration relating to initial teacher training | | • |
| Skills, Knowledge | | |
| Ability to work on own initiative with minimal supervision | ✓ | |
| Ability to interpret advice and guidance and to formulate policy and practice | ✓ | |
| Ability to manage and develop a multi-disciplinary team effectively and to prioritise tasks in a fast moving environment | ✓ | |
| Ability to persuade, motivate, negotiate and influence. | ✓ | |
| Analytical and problem solving skills | ✓ | |
| Good ICT skills, including the use of Microsoft products such as word and excel | ✓ | |
| An ability to identify with and actively support the aims and objectives of The Inspiration Trust | ✓ | |
| Able to work under pressure and to meet deadlines by effective planning and time management | ✓ | |
| Ability to work constructively and flexibly as a part of a team | ✓ | |
| Good communication skills | ✓ | |