

“I have come that you might have life & have it to the full” John 10 v10

Teaching School Hubs are local, school based organisations which co-ordinate teacher training and development for geographic areas. This includes training and support for teachers in the first 3 years of their career from initial teacher training to full qualification, leadership programmes and on-going CPD. Teach West London serves the boroughs of Ealing, Hillingdon, Harrow and Hounslow and works closely with UCL to support a number of its programmes. Teach West London is also an accredited ITT provider, delivering training to 100+ new entrants to the profession annually.

Job Title: Initial Teacher Training (ITT) Delivery and Teaching School Hub (TSH) Administrator

Salary: Grade 6, scale point 18-20

Line Manager: Director of ITT (primary and specialist SEND programmes or secondary programmes)

Accountability Relationship: Directors of ITT programmes.

Supervisory Responsibility: None

Hours: 35 hours per week (daily working hours to be discussed at interview)

Contract type: Year round

THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY AS THE TEACHING SCHOOL HUB DEVELOPS

Main purposes of the job

To have administrative responsibility for the delivery of Initial Teacher Training.

Main responsibilities and tasks

1. Administrative responsibility for the delivery of Initial Teacher Training (ITT)

- Responsibility for managing weekly training events (room booking, catering, attendance, liaising with facilities), including working from Ealing Fields High School on Mondays.
- Support Directors of ITT with successful event planning for ITAPs (Intensive Training and Practice weeks) and other training events including trainee induction.
- Responsibility for effective communication with key partners e.g. St Mary's University to onboard and manage PGCE training days.
- Support Directors of ITT to organise, manage and minute stakeholder meetings.
- Responsibility for the effective and timely communication with trainees, mentors and placement schools.
- Support ITT delivery team to resource professional learning sessions (photocopying, printing)
- Create online feedback forms and evaluate the responses from stakeholders.
- Arrange quality assurance visits in liaison with the Director of ITT.
- Manage Mosaic (ITT software) for trainees, mentors, placement schools and Teach West London ITT staff with support from Data team where required
- Monitor the completion of half termly assessment tracking points.
- Monitor mentoring and completion of mentor training.
- Manage trainee changes (e.g. deferrals, withdrawals, change of placement)
- Support with managing second placements.

- Provide pastoral support for trainee teachers as necessary.
- Work closely with the relevant member of the finance team to ensure all receipts and payments are processed accurately and on time.
- Support with preparation for external moderation and Ofsted.
- Track and analyse data and create reports associated with ITT delivery e.g. attendance
- Support and attend training and events at other locations where required.
- Send out offer letters to accepted trainees
- Respond to Subject Knowledge Enhancement (SKE) course providers authorising SKEs.
- Work effectively with the finance team in relation to payments for DBS / fitness to teach.
- Organise and accurately track safeguarding checks and fitness to teach for fee-funded trainees.
- Liaise with employing schools to gather and accurately record information related to safeguarding checks and fitness to teach for salaried trainees.
- Track trainees using DBS update service to ensure trainees have valid DBS throughout their training year.
- Manage and track reference checks including requesting further references where appropriate.
- Issue placement school partner agreements.
- Complete and issue letters of assurance for each trainee to each placement school.
- Work with finance team to ensure trainees eligible for the bursary are set up on HEP services.
- Answer routine emails that come into ITT inboxes and phone calls in a professional and timely manner
- Support ITT administrator with recruitment where required.
- Organise induction events including following joiner Trust systems including flick learning.

2. Programme Administration

- To support the operational systems within the Teaching School Hub in order to maintain high standards of delivery
- Communicate effectively with Teaching School Hub schools, programme participants, leads/facilitators and programme partners
- Ensure records are maintained in line with programme requirements
- Support onboarding processes to programmes and or services
- Manage participant changes (e.g. group swaps, deferrals, withdrawals)
- Manage attendance tracking and reporting
- Collect and process quality assurance information
- Create or update and circulate customer satisfaction questionnaires / feedback forms and complete basic analysis.
- Support team with termly reporting
- Management of Teaching School Hub calendar of key events
- Support with event management (room booking, catering, registers)
- Where required, attend meetings with key stakeholders e.g. UCL, TSHC, St Mary's University regarding relevant programmes

3. General Admin

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To answer routine emails that come into TSH mailbox(es) and phone calls in a professional and timely manner
- To support with other general admin such as attending meetings, servicing the termly Steering Group meetings
- To assist with the data collection required for the TSH's Key Performance Indicators (KPIs) and development plan success criteria.
- Engage with training provided to ensure effective use different programme software.
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Head of Teaching School Hub

Key measures of success

Administrative responsibility for the delivery of Initial Teacher Training (ITT)

- Feedback from trainees on ITT programme meets quality expectations
- Stakeholder feedback on ITT programme shows timely and effective communication
- Recruitment processes meet ITT compliance criteria.

Programme Management Administration

- Feedback on all programmes and events meets quality expectations
- Recruitment to ECF, AB and NPQ programmes meets KPIs
- Work with Head of Teaching School ensures all reporting milestones are successfully met
- Feedback from TSH customers shows timely and effective communication

Signatures

Signature of Manager: _____ Date: _____

Signature of Post-Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade (or equivalent) or higher in English and Maths	✓	
A Levels	✓	
University Degree		✓

Knowledge and Experience	Essential	Desirable
Intermediate / Advanced MS Office user, especially Excel	✓	
Ability to communicate effectively with a wide range of stakeholders	✓	
Excellent ICT skills including the use of MS Teams	✓	
Experience of working with data and creating reports accurately	✓	
Experience / knowledge of Teaching Schools Hubs and their work		✓
Experience / knowledge of managing online booking systems		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Ability to build strong stakeholder relationships both external and internal	✓	
Professional attitude and approach to work	✓	
Ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Flexibility to attend meetings and training sessions which may last longer than planned or be subject to last minute alterations	✓	

Ability to communicate clearly and effectively with different audiences orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Ability to work as part of a team and also independently	✓	
Excellent attendance and punctuality	✓	
A commitment to the ethos and values of the Trust and TSH	✓	

Key Terms and Conditions

Pay:

Grade 6

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Year round

Hours of work:

The working week is 35 hours; core hours are from 9.00am-4.30pm with a half an hour lunch break or as agreed with the Line Manager. Flexibility around core hours can be discussed at interview.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6-month probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the Trust's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the Trust website