



The John Taylor  
**SCITT**

SCITT Director: Gill Martin  
Primary SCITT Programme Leader: Louise Houlders  
Telephone: 01283 247 813  
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## Job Description: Primary SCITT Programme Leader

**Overview:** The John Taylor SCITT is looking to recruit a Programme Leader for the Primary SCITT. This is an exciting opportunity for someone with a passion for supporting and developing new talent in the profession as well as those looking for a dynamic, fast-paced and highly rewarding leadership role.

Our vision for the Primary programme is to ensure that all trainees graduate prepared and inspired to create an exceptional learning adventure for every child in our local schools, and we pride ourselves on developing new teachers who are professionally curious and have immense moral integrity. We are looking for someone who epitomises our vision and has the personal drive and motivation to ensure that the SCITT continues to be trainee-focussed, forward thinking and collaborative.

The successful candidate will be extremely well organised, have exceptional time-management skills and a genuinely nurturing personality. They will need to have good communication skills in order to share the vision for the programme, lead a team of Professional Mentors, liaise between facilitators and trainees, and lead impactful training for both trainees and mentors. The Programme Leader will also need to communicate at the highest-levels through leading the SCITT's highly engaged and effective management board, working closely with our family of partner schools to build effective relationships which support the professional development of every trainee, mentor and facilitator.

**Reports to:** SCITT Director

**Role:** The Programme Leader's role is to coordinate the training content and the trainee/mentor experience in school; they offer day to day support for both trainees, School Based Mentors and Professional Mentors and ensure that the quality of the course (both in school and in training) is always maintained at the highest standards. The Programme Leader is supported by the Professional Mentor team who carry out quality-assurance visits and support trainees in their reflections following assessments. The PL is also supported by the SCITT Director who ensures the compliance of the programme and sets the direction for continuous improvement.

### Responsibilities:

- Support the SCITT Director in ensuring that the programme is compliant, meets DfE and other professional requirements and standards in line with the SCITT handbook
- Lead the SCITT management board ensuring the continual development of the programme
- Lead on recruitment and selection
- Lead the Professional Mentor team (including recruitment and selection) and quality assure both the ongoing trainee progress tracking and visits into schools / trainee Tutorials.
- Produce all programme documentation
- Produce termly reports for the SCITT Executive Board and the Primary SCITT Management Board
- Design the Primary SCITT training programme in consultation with local primary schools
- Deliver training sessions as required.
- Develop and lead on mentor training
- Engage in a rigorous programme of quality assurance activities and plan actions to address any issues identified.
- In conjunction with the Professional Mentor team, monitor and track trainee progress, ensuring that trainees are assessed in accordance with the programme and that documentation is completed on time and to the required standard

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- In conjunction with the Professional Mentor team, quality assure school based mentoring and the quality of experience of trainees in their placement school
- Manage day to day enquiries from trainees, mentors, facilitators and schools.
- Set school based tasks and give high-quality feedback to trainees on school-based tasks and progress bundles, and support the Professional mentor team in doing the same.
- Support and (in consultation with the Professional and School Based mentors) draw up an action plan following the identification of underperformance
- Monitor the progress of underperforming trainees against an action plan
- Lead on self-evaluation and improvement planning as it relates to the primary programme
- Attend marketing events and run information evenings.
- Attend NASBTT and Ofsted conferences as required
- Liaise with other SCITT staff as appropriate

## Person Specification:

- Outstanding primary practitioner with leadership experience
- Up to date pedagogical knowledge and commitment to professional development
- Clear understanding of effective teaching and learning
- Current knowledge of curriculum development
- Passion for and experience in Initial Teacher Training
- Ability to work as an effective member of a team and to promote team work at all times
- Excellent inter-personal skills and the ability to communicate effectively with existing and potential trainees, school based mentors and classroom practice headteachers
- Experience of holding others to account and working effectively with stakeholders to find positive solutions to issues faced

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