

APPLICANT PACK

ITE PROFESSIONAL TUTOR SECONDARY EDUCATION

START DATE: JANUARY 2018

As a top performing Multi-Academy Trust, we offer access to a professional and supportive community of academies, fellow leaders, and mentors to help develop and progress your career.

Competitive salary based on experience
+ Health Cash Plan + Harris Benefits



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THINK HARRIS.

Harris Federation 

ROLE OVERVIEW

Harris Initial Teacher Education, rated Outstanding by Ofsted in December 2016, offers first-class initial teacher training to graduates and career changers looking to join the teaching profession through our range of exciting teacher training programmes. The teacher training provision is led by an outstanding team of specialists from our training hub based at Harris Westminster, in the heart of the city. The provision includes School Direct fee-funded and salaried routes, an exciting Future Teaching Scholars programme and Assessment Only provision, so offers excellent opportunities to colleagues who are passionate about being a part of outstanding initial teacher education and early career development.

Due to the successful expansion of our outstanding provision, we are looking to appoint an additional Secondary Professional Tutor, who will join our expert team and support the delivery, development and quality assurance of the Secondary Phase of the School Direct programme and other strands of ITE within the Harris Federation.

This is an exciting and rewarding role, helping to shape the next generation of teachers joining our profession and would best suit a candidate with experience of supporting beginner teachers and mentors, who is an outstanding current teacher or school leader and who would be confident working across a range of settings.

Key responsibilities of the role will be:

- To support the successful operation of training and quality assurance for the Secondary ITE programmes.
- To further develop the Secondary ITE programme with the Head of ITE and Secondary Phase Lead so that it meets the needs of staff working in all secondary contexts.
- To deliver high quality Secondary teacher training for new entrants to the profession.
- To support the ongoing leadership of our Outstanding ITE programme.
- To liaise with subject/phase specialists regarding subject-specific training days and support.
- To support trainees and mentors in school through visits to partner academies, identifying support needs and ensuring trainee progress.
- To liaise with Federation and academy staff in order to develop key elements of the Secondary ITE offer.

The position will be based at our Harris Westminster ITE training hub site. Weekly teacher training will be held across the Federation and the role will involve travel amongst the Harris academies, working closely with our exceptional ITE team.

There is a great deal of collaborative working and sharing of good ideas and what works within secondary at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.



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Harris Federation 

INTRODUCTION TO HARRIS

Our vision is that rather than have our academies working in isolation they will benefit from working as part of a wider Harris Federation. The Harris Federation is a supportive and highly successful group of 44 academies (currently 24 secondary academies including three all through), growing to 50 academies over time. All of the Harris academies collaborate very closely in sharing school improvement strategies and in supporting one another.

It is clear that a group of academies working together will provide a powerful tool for school improvement and for raising standards. The Federation operates with a central Board of Directors providing strategic direction, which is able to speak for the Federation at a national level as well as with local academy Governing Bodies.

The Harris Federation operates a number of focused school improvement groups covering senior leaders, phase leaders, subject leaders, a newly qualified teacher network, a thriving School Direct provision with over 160 trainee teachers and a number of other groups.

A total of approximately 32,000 students are currently educated in Harris Schools. Lord Harris is also a major sponsor of the Harris Manchester College and Oriel Colleges in Oxford and Lucy Cavendish College Cambridge and we are working to link closely with these Colleges. The Federation is led by a Chief Executive Officer, Sir Dan Moynihan, previously an experienced and highly successful headteacher, with the overall aim of being able to derive the maximum possible educational, financial and personnel benefits from working in a group of co-operating schools, rather than working in isolation.

The schools are run by their Principals, working as part of a supportive community. The aim is to reduce bureaucracy, share best practice, co-operate in course planning, professional development etc., and provide higher quality ICT, financial and premises support than would be available to any single school working alone.

The successful post holder will have ample opportunity to progress in this role within the academy and with Harris as our group grows.



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JOB DESCRIPTION

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Role

Supporting the delivery, development and quality assurance of the Secondary Phase of the School Direct Programme and other strands of ITE within the Harris Federation.

Key Federation Responsibilities

- To support the successful operation of training and quality assurance for the secondary ITE programme, delivering and/or quality assuring training.
- To further develop the secondary ITE programme with the Head of ITE so that it meets the needs of staff working in all age phases.
- To liaise with secondary specialists and central team leads regarding subject-specific training days and support.
- To support and deliver the Secondary Phase Quality Assurance visits to placements.
- To support Secondary trainees and ensure their successful completion of the course, providing pastoral or in-school support as required.
- To oversee support plans for those Secondary trainees who require additional support to successfully meet the Teachers' Standards.
- To liaise with Federation and ITE colleagues in order to develop key elements of the ITE offer.
- To lead Secondary Phase standardisation and training meetings.
- To support development of the mentor quality, selection, training and accreditation programme for Secondary.
- To support and inform the annual cycle for ITE performance and review, including the SED and regular review of progress of the programme in order to ensure outstanding practice is embedded within ITE offer.
- To support external inspection and examination of Harris ITE programmes.
- To quality assure Secondary programmes and placement experience to ensure parity of experience for applicants and participants.

Reporting to: Head of ITE, Harris Federation

Liaising with: Head of ITE, Harris Federation Consultant Team, ITE Steering Committee, Federation Principals, Managing Mentors and Mentors, Harris Teaching School Team, ITE Leadership and Administration Teams

Responsible for: Secondary ITE programme development, training and quality assurance

Also liaising with: Principals, Vice Principals, HR managers, relevant staff with cross-academy responsibilities, HEI institutions.

Purpose

- To raise standards of student attainment and achievement within the Federation by developing the quality of teaching and learning for teachers in the early stages of their career.
- ☒ To support processes for recruitment to, and delivery and management of ITE programmes.
- To contribute towards the development of the Teaching School and specifically the development of the School Direct programme and other ITE programmes (for example, via liaison with Teach First, Future Teaching Scholars, Researchers in Schools and the NCTL).
- To successfully maintain the accredited status of Harris ITE, ensuring all aspects of the programme are compliant with the ITT Criteria and that the quality of the training experience is highly effective.
- To contribute towards CPD and training programmes for ITE and other staff within the Federation.
- To support ITE planning, development, mentoring and QA strands in the Secondary Phase
- To contribute to raising standards of student attainment.

Main/Core Duties

Particular Areas of Responsibility

- To support and deliver on the successful operation of all aspects of Secondary ITE.
- To facilitate quality Secondary Professional Studies training and arrange/QA/support highly effective subject training
- To complete academy-based QA visits, to implement micro training and support of Managing Mentors, Mentors and trainees.
- To further develop the ITE programme so that it meets the needs of staff working in all sectors.
- To liaise with Federation and the ITE team in order to develop key programmes.
- To inform the annual cycle of improvement planning and self-evaluation for secondary, informing the SED and regular review of progress of the programme in order to ensure outstanding practice is embedded within ITE offer.
- To quality assure Secondary programmes and placement experience to enable parity of experience for trainees.
- To facilitate the role of ITE in recruitment and retention of Secondary staff on a longer term basis.

Operational/Strategic Planning

- To attend all appropriate meetings.
- To ensure that training programmes and CPD opportunities fully reflect the Federation's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

Curriculum Provision

- To liaise with the Head of ITE, Phase Lead and Subject Leads to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective programme which complements the Federation development.

Staff Development: Recruitment/Deployment of Staff

- To work with the Head of ITE, Steering Committee and wider Federation Principals to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To support recruitment and retention to all ITE programmes and to ensure a smooth and appropriate transition to the NQT phase for trainees.
- To work with the wider Federation Teaching and Learning team to develop career pathways within the Federation.



- To participate in interview processes to recruit applicants to ITE programmes.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of trainees/mentors and act as a positive role model.

Quality Assurance

- To ensure the effective operation of ITE quality control systems.
- To establish the process of the setting of targets for CPD and to work towards their achievement.
- To evaluate the impact of CPD programmes and teaching and learning initiatives via staff/ student feedback and achievement and observation data.
- To contribute to key procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the subject area.
- To support the QA of ITE provision and ensure that ITE programmes meet statutory requirements for training across all phases.
- To seek/implement modification and improvement where required.
- To ensure that quality procedures meet the requirements of Self Evaluation and the Strategic Plan (SED and improvement planning cycle).

Management of Information

- To support the maintenance of accurate and up-to-date information concerning ITE, demonstrating key impacts, progress and intervention.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle.
- To produce reports for the Head of ITE and Steering Committee.
- To provide the Federation Governing Body with relevant information relating to the subject area's performance and development.

Communications

- To support effective communication with Federation Principals, Teaching School staff and the Federation consultant groups.
- To ensure coherence of Secondary provision via outstanding, timely communication with all stakeholders.
- To liaise with partner schools, higher education, industry,
- Examination Boards, Awarding Bodies and other relevant external bodies as required by the Head of ITE.
- To represent the Federation's views and interests.

Marketing and Liaison

- To support marketing activities relating to ITE and CPD e.g. the collection of material for press releases, specifically in relation to ITE.
- To support development of effective subject links with partner schools and the community, attendance where necessary at liaison events.
- To actively promote the development of effective links with external agencies.

Management of Resources

- To support the Head of ITE with resource management, feeding into Finance Committee reports.
- To work with appropriate staff to ensure resources are managed and used effectively.
- To contribute to the Harris ITE website and Federation publications.

Additional Duties

- To support the development of teaching and learning within the wider Federation via mentoring, NQT and general CPD programmes.

Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance appraisal process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Federation community, to support its distinctive aim and ethos and to encourage staff and trainee teachers to follow this example.
- To promote actively the Federation's corporate policies.
- To comply with the Federation's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the Federation's Dress Code.



PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	University graduate (Good Honours Degree). Postgraduate teaching qualification (or equivalent). Further professional development.	Higher degree
Knowledge & Understanding	Knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovative Initial Teacher Education programme. A thorough understanding of quality assurance techniques. An appreciation of adult learner motivation. An understanding of how professional development contributes to the raising of quality.	
Experience	Proven strong, effective leadership and people management skills with a record of success in a senior management position. Evidence of successful teaching experience. Evidence of pastoral experience. Experience of delivering high quality training to beginning teachers. Experience of working with key stakeholders. Experience of managing staff development. Experience and good understanding of Ofsted processes and inspection framework.	
Personal Qualities	Outstanding communication and organisational skills An enthusiastic approach to leadership and management. Highly professional with an ability to command and demand respect from the academy community. A willingness to learn and develop new skills. A desire to make a difference to the lives of young people through high quality learning and teaching. To work proactively within the ethos of the Federation and its component academies. A commitment to continual improvement and excellence. Ability to work effectively as part of a team.	

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job:

- Essential: without which candidate would be rejected
- Desirable: useful for choosing between two good candidates

We will consider any reasonable adjustments under the terms of the Equality Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

HOW TO APPLY

[PLEASE CLICK HERE TO START YOUR APPLICATION.](#)

For a confidential discussion with Rachael Hare, Head of ITE, please call 0208 253 7758.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*

Stay in touch



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