

Billericay Educational Consortium: Primary Course Director

Billericay Educational Consortium is a well established, successful primary provider working with over 30 primary schools to train and develop the next generation of teachers.

This is an exciting and challenging full-time role that would suit an individual who is inspiring, flexible in their approach, highly motivated and passionate about initial teacher training. You will need to have an understanding of initial teacher training and a proven record of school leadership.

There will be a need to make school visits, so you will need a car and a willingness to travel. You and the wider team will seek to maintain the Ofsted status of Outstanding in every category. The post is accountable to the **Executive Director**.

Location: The Bromfords School & Sixth Form College, Grange Avenue, Wickford, Essex SS12 0LZ

Salary range: L9-L13 (FTE)

Start date: 1 September 2021

Closing date: Noon on Monday 15 March 2021

Interview date: 19 March 2021

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and an Enhanced Disclosure and Barring service. References will be taken up before the appointment.

Billericay Educational Consortium is an equal opportunity employer, and this post is open to all irrespective of gender, religion and sexual orientation.

For further details or to apply for an application form please email kay@billericayscitt.com

E ✓ = Essential		D ✓ = Desirable	
Qualifications		Personal Qualities	
<ul style="list-style-type: none"> • A degree qualification or equivalent E ✓ • Qualified Teacher Status E ✓ • Masters (180 credits) E ✓ • Evidence of Continuous Professional Development E ✓ 		<ul style="list-style-type: none"> • A strong commitment to the values and aspirations of initial teacher training. E ✓ • Resilient, highly motivated, passionate, hardworking, committed, well organised and enthusiastic with a good sense of humour E ✓ 	
EXPERIENCE		ABILITIES, SKILLS AND KNOWLEDGE	
<ul style="list-style-type: none"> • A minimum of five years good or outstanding primary teaching experience including school senior leadership and/or university ITE course management E ✓ • Experience within ITT E ✓ • Experience of developing and delivering successful training programmes E ✓ • Experience of working with trainee 		<ul style="list-style-type: none"> • Ability to co-ordinate a large number of partners to deliver outcomes to a high standard E ✓ • Ability to prioritise work efficiently and accurately, particularly under pressure, to meet deadlines and using own initiative E ✓ • Ability to maintain and build productive and positive relationships with senior 	

<p>teachers E ✓</p> <ul style="list-style-type: none"> • Leading and delivering coaching and mentoring experiences E ✓ • Significant experience of working with partners and teams to develop high quality, shared systems E ✓ • Experience of designing tracking, monitoring, evaluation and reporting systems E ✓ • Capable of bringing about outstanding outcomes/impacts E ✓ • Experience of being the school SENCo D ✓ 	<p>management, staff, trainees and all stakeholders E ✓</p> <ul style="list-style-type: none"> • Understanding of the CPD needs of tutors, staff, mentors and trainees E ✓ • Strong verbal and written communication skills E ✓ • Excellent IT skills E ✓ • Familiarity with online teaching E ✓ • Flexibility in approach to delivery E ✓ • Excellent interpersonal skills and emotional intelligence E ✓ • Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards E ✓ • Ability to act as module leader for MA modules E ✓ • Ability to interpret complex data D ✓ • Excellent report writing skills D ✓
<p>Key areas of responsibility</p>	
<p>Secure a high quality of teacher training for all primary trainees and recently qualified teachers by:</p> <ul style="list-style-type: none"> • Developing and delivering a central programme of initial teacher training in line with the Core Curriculum Framework and Ofsted Inspection Framework; • Ensuring the success of the programme including the day to day management of recruitment, training, staffing, curriculum, finance and quality assurance; • Developing the strategic view and direction for the training programme in conjunction with the Executive Director and partner schools, including implementing an ambitious vision, curriculum and ethos for the future of the programme; • Planning, quality assuring and accurately assessing the progress of trainees; • Liaising with members of the strategic/finance board and management board to develop provision across the partner schools; • Chairing Core Tutor meetings; • Managing, identifying continuing professional training courses and quality assuring appropriate specialist tutors to deliver training sessions; • Enabling secure and effective teaching and progress for all trainees irrespective of their background, abilities or aptitudes; • Leading by example to motivate and work with others; being an excellent role model; • Exemplifying a high standard of teaching with excellent mentoring and coaching qualities. 	
<p>Key duties</p>	
<p>Leadership and Management</p> <p>Programme</p> <ul style="list-style-type: none"> • Taking overall responsibility for the primary training programme, including recruitment, school placements, delivery and quality assurance; • Lead on the design, delivery, evaluation and improvement of the training programme and 	

encourage creativity and risk-taking;

Design the content of group and professional tutorials and quality assure delivery;

- Plan and lead visits to alternative provision for trainees;
- Providing training in educational pedagogy and taking the lead in delivering some of the general professional studies;
- Ensure effective recruitment of high quality trainees designing an appropriate interview process;
- Review, monitor, moderate and evaluate centre-based training sessions providing feedback to deliverers, identifying areas for further improvement;
- Quality assures all documentation before Assessment Board meetings;
- Mark and/or moderate master level assignments;
- Identify and share pertinent research with tutors and trainees;
- Meet with and hold sessions for trainees on a regular basis to discuss progress and well being.

Partnership

- Liaising with Headteachers, Professional Tutors, Lead and Class Mentors, Core Tutors and the Secondary Director;
- Build and sustain a diverse range of partnerships with varied placements that model excellence and challenge our trainees;
- Provide induction and ongoing training to mentors that are responsive to their developmental needs and support/lead on mentor accreditation;
- Monitoring and assessment of trainee progress in conjunction with school mentors and professional tutors
- Liaise, support and provide guidance for all mentors in each school regarding the completion of documentation and the quality of feedback and target setting;
- Provide references for trainees.

Staff and Tutors

- Provide opportunities for all staff to develop their professional skills;
- Compile contracts for self employed tutors delivering the primary programme;
- Lead, motivate, support, challenge and develop staff at all levels in order to secure trainee excellence;
- Support the administration team ensuring the provision is compliant with the ITT criteria;
- Prepare data and evidence for the annual Self evaluation and Improvement Plan;
- Keep all handbooks and documentation up to date including the website and marketing documentation;
- Respond in a timely manner to trainee and staff needs;
- Sustain an ethos of mutual respect and co-operation between all people associated with Billericay Educational Consortium;
- Constantly strive to further develop the Billericay Educational Consortium's reputation locally, regionally and nationally;
- Be mindful of confidentiality and GDPR;
- Promote Equality of Opportunity across all activities;
- Carry out any other duties appropriate to the post as required.