

Job Description



Inspiring Future Teachers Sub Hub Lead

Travel Required - Yes

Inspiring Future Teachers Hub Lead job purpose:

As part of the development of Initial Teacher Training (ITT) within Inspiring Future Teachers (IFT), the IFT Sub Hub Lead will:

- Lead in the delivery, monitoring and Sub Hub level evaluation/feedback of the IFT integrated and coherent Centre-Based Training Programme ensuring fidelity to the IFT curriculum and coverage of the ITTECF Framework, with phase and subject specific exemplification through 'implications for practice'.
- Quality assures the provision of mentoring across the Sub Hub partnership schools and provide termly face-to-face networking and training to support local context, to ensure standards of practice remain high.
- Track and monitor the progress of trainees within the IFT programme to secure positive outcomes for trainees.
- Contribute to programme development and design through membership of HISP Teacher Training (TT) Partnership and QA board.
- Undertake self-evaluation and development planning at Sub Hub level, to support and inform HISP TT evaluation and action plans.

Key Responsibilities:

Recruitment:

- To work alongside the HISP TT to lead on the promotion of the IFT offer through local partnerships, to support the IFT recruitment strategy, to the end that that number of trainees per cohort remains strong.
- To organise and evaluate ITT recruitment events within Sub Hub area.
- To support the selection and interview process in compliance with the DfE ITT Criteria and IFT Recruitment Policy and Process, working with the HISP TT Hub Lead.
- Liaise with local schools to ensure sufficient trainee placement opportunities for main and second placement, as well as alternative phase and SEND.

Training:

- Working with the HISP TT Hub Lead, deliver a coherent induction process for trainees, in line with the IFT curriculum, and to support local context, to ensure trainees, and schools, are well prepared for the start of their training year.
- Working with the HISP TT Hub Lead to support the induction and ongoing professional development training of those with a support role within the ITT Programme, namely: lead mentors, mentors, professional tutors and assessors, to ensure that the quality of support and training within the IFT Programme remains consistently high.
- Working with the HISP TT Hub Lead, liaise with and support external organisations that may play an integral part in the ITT programme and trainee development, namely: NASBTT and Anspear
- Working with the HISP TT Hub Lead to lead in the delivery and quality assurance of the IFT curriculum for the Sub Hub region.

- Working with the HISP TT Hub Lead, liaise with the allocated Link Tutor from the University of Brighton, to support the development of trainees undertaking the PGCE, working in partnership with the HEI to deliver content, provide guidance to trainees and undertake marking and assessment of trainee assignments (including QTS) and online QTS portfolios.
- To support the transition of trainees from QTS to ECT through guidance, training and monitoring.

Assessment:

- Working with the HISP TT Hub Lead, contribute to the annual review the IFT curriculum, assessment criteria, policy and frameworks.
- Working with the HISP TT Hub Lead, liaise with trainees, mentors and assessors in organising the arrangements for assessment and moderation of trainees within the Sub Hub area.
- Working with the HISP TT Hub Lead, contribute to, and support, cross moderation with other IFT Hubs.
- To work with key staff within Sub Hub area, to monitor the arrangements for assessor visits and termly assessments.
- Working with the HISP TT Hub Lead to review the progress of trainees at fixed points in the assessment cycle, reporting moderated outcomes to the Hub Partnership and QA Board.
- To manage interventions with trainees where concerns have been raised, in line with IFT support plan and cause for concern processes.

Accountability:

The IFT Sub Hub Lead will work collaboratively with the HISP TT Hub Lead to ensure fidelity and consistency to the IFT curriculum.

Safeguarding

IFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

As the post is a new post within IFT it is envisaged the above job description will require amendment from time to time and possibly prior to any annual review.

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

ADDITIONAL NOTES

- **Sub Hub Leads need to be appropriately skilled expert practitioners.**
- **Ideally, Sub Hub Leads would have undertaken, or be willing to undertake, the NPQLTD.**

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