



TEACH WIMBLEDON
ITT COORDINATOR
BACKGROUND INFORMATION

Post Title: Teach Wimbledon ITT Coordinator

Grade: ME9, points 23 - 25, currently £30,585 - £31,557

Responsible to: Assistant Headteachers - Initial Teacher Training

Date: September 2020

Teach Wimbledon was set up to deliver primary and secondary, salaried and non-salaried training in London Borough of Merton.

Teach Wimbledon vision

Teach Wimbledon aim to deliver high quality provision to train outstanding teachers who are committed to the profession

We support these aims by:

High standards

Excellent training in schools and at university

A rigorous recruitment and selection process

Teamwork and support

Collaborative partnership in Teach Wimbledon community of schools

Shared CPD opportunities

Experienced subject and professional mentors

Professional integrity

Trust

Respect

Generosity of spirit

Partner schools in Merton

Lead by Ursuline High School, Headteacher Julia Waters, and Ricards Lodge, Headteacher Alison Jerrard, in partnership with University of Roehampton working with the following schools

Primary schools: 8 in total	Secondary schools: 6 in total
<ul style="list-style-type: none">• Dundonald	<ul style="list-style-type: none">• Ursuline High School
<ul style="list-style-type: none">• The Priory Church of England	<ul style="list-style-type: none">• Ricards Lodge
<ul style="list-style-type: none">• St Thomas of Canterbury	<ul style="list-style-type: none">• Rutlish
<ul style="list-style-type: none">• Sacred Heart	<ul style="list-style-type: none">• Wimbledon College
<ul style="list-style-type: none">• St John Fisher	<ul style="list-style-type: none">• St Mark's Academy
<ul style="list-style-type: none">• St Mary's	<ul style="list-style-type: none">• Raynes Park High School
<ul style="list-style-type: none">• St Peter and Paul	
<ul style="list-style-type: none">• St Teresa's	

Ricards Lodge leading on Secondary training, Harriett Dukes and Ursuline High School leading on Primary training, Collette Farley

Higher Education partners

- University of Roehampton
- University College London- Institute of Education
- St Mary's University

School Structure

This post will be directly responsible to the Assistant Headteachers – Initial Teacher Training.

The role will be based at Ursuline High School 3 days a week and Ricards Lodge 2 days a week.

Person Specification

The person appointed should be accurate, well organised and possess very good communication skills. (S)he must possess initiative and be willing to work as part of a small dedicated team and be welcoming and supportive in nature. (S)he will have excellent IT skills with excellent knowledge of Word for Windows and Excel. This is an extremely busy position and the ability to work under pressure and to deadlines is imperative including the need to prioritise tasks. First impressions of our Alliance are crucial and as such (s)he must always present himself/herself in a professional manner. The person appointed will need to be energetic and enthusiastic. The need for confidentiality is paramount in this position.

Salary

The salary for this post will be scale ME9, points 23 - 25, currently £30,585 - £31,557. Please note, however, that these figures are for a full-time post (52 weeks).

General Information

This position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The main duties attached to the post are listed on the enclosed sheet. Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The person appointed will be required to work throughout the year (52 weeks).

The hours of duty will be 8.00 am – 4.00 pm with one hour for lunch at Ursuline High School and 8.00 am – 3.30 pm with half an hour for lunch at Ricards Lodge High School. Flexibility will be necessary during certain times of the year.

Applications to be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA by 12.00 pm on Monday 4th January 2021.**