



TEACH WIMBLEDON

ITT COORDINATOR

JOB DESCRIPTION

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

General Purpose:

Teach Wimbledon ITT coordinator

(see website for Teach Wimbledon : TeachWimbledon @uhsw.com)

The ITT Coordinator will be employed for 52 weeks per year.

The post holder will work to the Assistant Headteachers for Initial Teacher Training.

Administration and Organisation

Under the guidance of Assistant Headteachers for Initial Teacher Training:

Be responsible for undertaking administrative, financial, organisational processes within the school and to liaise with other partner schools and external institutions related to the process of applications, recruitment and training of teachers for Teach Wimbledon

TASKS

General

- Manage manual and computerised records and information
- Undertake word processing and complex ICT based tasks
- Provide personnel, administrative and organisational support to Teach Wimbledon
- Complete and submit complex forms and keep database up to date
- Contribute towards the planning of key events including induction and graduation
- Operate relevant ICT packages including word and excel effectively
- Undertake research and obtain information as need to inform and advise in decision making
- Contribute to the overall ethos work and aims of Teach Wimbledon
- Set up, attend and minute Teach Wimbledon meetings every half term
- Facilitate the Teach Wimbledon visioning day
- Establish constructive relationships with the Teach Wimbledon Team and all partner schools and communicate with other/agencies and professions

Finance

- Undertake financial administrative procedures to manage the budget for trainees and liaise with partner schools
- Oversee payment of Teach Wimbledon fees
- Keep up to date with financial changes and bursaries

Trainees

- Keep records on trainee's job offers and follow up on previous trainees
- Exit interviews uploaded onto SharePoint
- Analysis of trainees and applications
- Communicate with trainees and follow up on successes and concerns

Placements

Compile placements lists and upload onto SharePoint

Recruitment

- Analyse and evaluate information and communicate with applicants, Schools, HEI's and UCAS
- Arrange and manage materials for interview
- Provide guidance to applicants and manage enquiries including Teach Wimbledon email account
- Assist with the Primary and Secondary Career event
- Follow up on potential applicants from marketing events

- Undertake research and obtain information as need to inform and advise in decision making for potential applicants

Marketing

- Working with other organisations
- Undertake administration of procedures and liaise with external agencies
- Manage and update the Teach Wimbledon website
- Ensure marketing materials are up to date
- Assist with the promotion and marketing of Teach Wimbledon
- Attend train to teach events and hosting with other schools including online virtual events

Training

- Collate records of PGCE primary and secondary trainees in Merton
- Invitations and records of trainees at PGCE networking events for primary and secondary trainees in the spring and autumn term
- Oversee the delivery and evaluation of the Primary Complementary Programme
- Extend invitation for CPD events and PCP to NQT's in Merton
- Manage the invitation for NQT+1 session
- Identification of mentors from all schools and ensure all are fully trained

School Experience programme

Oversee the School Experience programme and keep a record of attendees

Quality Assurance

- Visit trainees on placement as part of QA procedure
- Distribute and collate QA feedback forms

Working with other organisations

- Undertake administration of procedures with University of Roehampton, St Mary's University and UCL
- Build constructive relationships with admissions teams
- Important relationships with London Borough of Merton and South West London Teaching School Alliance