



TEACH WIMBLEDON
ITT COORDINATOR
PERSON SPECIFICATION

Post Title: Teach Wimbledon ITT Coordinator

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

Date: September 2020

Experience

- Experience of management and operation of administrative systems

Qualifications/Training

- Degree qualification

Knowledge/Skills/ Personal Attributes/Values

Knowledge

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including Keeping Children Safe in Schools, Getting into Teaching.
- Effective understanding of UCAS procedures and recruiting processes for ITT.
- Clear understanding of School Direct training programmes.
- Clear understanding of the education system across primary and secondary schools.

Skills

- Effective ability to use and learn ICT programmes including Website, Publisher, Abyasa, University SharePoint
- Effective understanding of operating UCAS and processing applications
- Outstanding organisational skills
- Written English is accurate

- Ability to self-evaluate learning needs and actively seek learning opportunities
- Excellent ICT skills and ability to use excel spreadsheets

Personal Attributes

- Warm and welcoming
- Enthusiasm
- Interest in teacher training
- Reliable
- Well organised
- Ability to prioritise
- Communicate effectively and confidently with different groups of people across different organisations in schools and universities
- Work constructively as part of a team, understanding school roles and responsibilities and your position within these
- Flexibility during certain times of the year

Values

Commitment to Teach Wimbledon ethos

Commitment to equal opportunities to ensure equity, diversity and inclusion