

Teaching School administrative duties

A knowledge and understanding of School Centred Initial Teacher Training and successful recruitment are desirable

Managing complex data systems

- UCAS- management of applications
- School Experience Programme (SEP portal)
- Professional Skills Test system
- SLC – HEI portal
- NCTL – recording trainee information (DMS system)
- Tracking of accepted candidates and conditions
- TSST – management of the online portal
- NQT – tracking and logging our NQT's progress

ITT & applications

- Handling queries and requests from trainees
- Organising placement schools and mini placement programme for trainees
- Managing SCITT & School Direct applications
- Initial review including checking qualifications/equivalencies then passing to SCITT Director for further review
- Emailing feedback to unsuccessful applicants
- Notification of interviews to candidates
- Accepting and rejecting applications on relevant systems
- Updating spreadsheet – adding new applications, marking as successful/unsuccessful/interview etc
- Tracking of successful applicants offer conditions – DBS, skills tests, SKE, qualification certificates
- DBS checks – collation of documentation in liaison with the school office

Student finance

- Managing HEI portal
 - Registering students on course and authorising maintenance loans to be paid to trainees
 - Tracking student fee loans to ensure they are paid on time
- Troubleshooting for individual candidates
- Troubleshooting on behalf of provider
- Registering courses each year on the CMS system

Selection days, CPD and Back to School Days

- Organisation of resources, space and refreshments
- Meeting and greeting visitors

- Management of teaching tasks, student council and panel members
- Communication of details and requirements to candidates regarding selection day and teaching tasks
- Liaison with teaching staff to arrange teaching tasks and observations
- Management of selection records and copies of original application for panel members
- Management of candidates during the selection process in line with personalised schedules
- Provision of rapid, detailed feedback to successful and unsuccessful candidates
- Ongoing communication with prospective trainees to secure:
 - Proof of meeting any conditions stipulated
 - Completion of Professional Skills Tests
 - Additional documentation required to meet Statutory Requirements
 - Clarity with the prospective cohort with regards to course schedules and pre-course tasks
 - The provision of information relating to ITT Funding
 - The development of a welcome email for the programme

School Experience Programme (SEP)

- Management of SEP portal
- Liaising with HODs to organise timetables for SEP placements
- Communicate details of observation day to SEP placements
- Communicate school policies to placement visitors on arrival
- Management of visitors throughout the day
- Managing the organisation of additional placement days
- Meeting and greeting the visitors

Handbooks and resources ITT

- Collating all resources for the teaching school office
- Photocopying/filing all documentation
- Preparation of materials for course delivery and teaching school events

ITT Partnership

- Managing communication with schools
- Collating and collecting feedback, reports and data
- Liaising with schools for placement set up

NCTL/Data management

- The initiation and management of excel and access databases for the SCITT and Teaching School
- Entering trainee data to NCTL data collection systems to ensure census data is correct for bursary allocations and payments

Management of the ITT Steering Group

- Communication to Steering Group members of meeting times/location and agendas/minutes
- Organising meetings, space and refreshments
- Recording minutes
- Preparation of meeting documentation

Wider alliance work

- Liaison with alliance schools re updates and upcoming events
- Communication of alliance documentation for new alliance schools
- Liaison with NCTL
- Organising regional events where directed by the programme managers

Teaching School conferences

- Operating booking system for conference delegates
- Communicating relevant information to delegates
- Managing registration/sign in
- Processing invoices
- Initial set up of conference room including refreshments

General tasks

- Liaison with Child Protection team and admin re DBS of trainees and SEP visitors to ensure watertight safeguarding procedures
- Ordering office supplies
- General upkeep and tidiness of office