

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert

ITT Administrator

Grade 3 SCP 5-6 (£21,575 - £21,968)

Full time (1 year contract)

September 2023- 31st July 2024 (Temporary)

To start: September 2023



**SOUTH
YORKSHIRE
TEACHING
HUB**

RECRUITING • TRAINING • DEVELOPING TEACHERS

Designated by the DfE, the South Yorkshire Teaching Hub deliver the Golden threads of Initial Teacher Training (ITT), Early Career Framework (ECF), the National Professional Qualifications (NPQs) and Continuous Professional Development (CPD) to teaching colleagues at every stage of their career.

Based at Silverdale School, we support over 318 schools in the Sheffield and Rotherham Area in their work to improve the provision and outcomes of our regions young people.

We are so proud of our work and as we grow, we have an exciting opportunity for a colleague to join us on a year's contract as an administrator, supporting our work on Initial Teacher Training.

Working with our Executive Director and Strategic Leadership Associates, you will play an integral part in our work, liaising with our local ITT providers and school communities, to map out a comprehensive picture of ITT provision in our region which will support teacher recruitment in our region's schools.

Please note: The South Yorkshire Teaching Hub is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

About this vacancy

This is an exciting opportunity that has been initiated by the DfE's request for us to complete a regional ITT review in 2023 to inform recruitment for 2024. It would ideally suit an administrator looking for an interesting, challenging and rewarding opportunity.

The project will involve:

- Liaison with schools within our region on their recruitment needs.
- Liaison with schools regarding their ITT placement capacity.
- Liaison with Schools on their placement & future recruitment needs.
- Liaison with ITT providers on their programme offer so we can support school choice.
- Developing, maintaining, and completing a database of our regional ITT offer.
- Gaining experience and understanding of Initial Teacher Training and its impact on our area
- Supporting the organisation of Get into teaching events.
- Collating feedback and evaluations from events to support further development.

You will be responsible for collecting information from key stakeholders which will support our ITT mapping of the region and plans for targeted support.

Whilst experience in educational administration would be desirable, it is not essential. We appreciate how nuanced our work can be, so if you are an administrator or aspirational administrator who is interested in our work and if you have the drive and passion to support our regions schools, you may be the perfect fit.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Katherine Lewis-Ward, Executive Director (SYTH).

Deadline for applications: **11.59pm on 15th October 2023.**

Interviews to be held: **week beginning 23rd October 2023.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

Job description

JOB DESCRIPTION	
Post Title	SYTH Administrator (Temporary)
Profile	
Grade	3
Grade Spinal Point Range	
Accountable SLT post	Executive Director of the SYTH
Line Manager of Postholder (if different)	SYTH Office Manager
Staff to be supervised or line managed by post holder	N/A

Post holder will work with	Trust and school/ SYTH support staff Other teaching and support staff
Holiday and sickness relief by/ for	By and for other SYTH administrative staff
Purpose of job	To provide an efficient and effective administrative support service to all parts of the South Yorkshire Teaching Hub (SYTH)
	This post may work across the Trust schools.
Version revised:	May 2022

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To be responsible for supporting the SYTH Directors and the associated specialised administration, including the maintenance and development of appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines. This will include, but not be limited to:

General Administration

- Routine data entry associated with management information systems.
- Maintain manual and computerised records/management information systems.
- Undertake routine administrative duties to support the SYTH
- Support professional training sessions, 'Get School Experience' programme, ITT interviews,
- recruitment events and monitoring of Teacher Training applications.
- Contacting schools and other organisations on request, by telephone or email
- Responding to telephone enquiries and support the monitoring of SYTH
- email accounts
- Receive, catalogue, issue and retrieve resources and information relating to ITT as required
- Prepare and maintain event materials and equipment and retrieve equipment as required
- Assist the SYTH to prepare and maintain display in key areas in school

SYTH Administration

- Collate and support the monitoring of information and responses from all local stakeholders.
- Monitor responses and general enquiries.
- Adhere to quality assurance procedures in line with relevant SYTH policies and procedures
- Promote the opportunities to partner schools. Administer and track training, development, and event bookings internally and externally.
- Communicate regularly with our Lead Providers, schools and SYTH partners as required.
- Respond to enquiries about ITT scoping and needs within the area from school colleagues (internal and external), administrators (internal and external) and ITT providers.
- To keep up to date with statutory requirements and guidelines for ITT.
- To be the first point of contact for Providers, Higher Education Institutions (HEI) colleagues, and partner schools and to communicate essential ITT and related information

Initial Teacher Training (ITT) Data Administration:

- Complete ITT tracking spreadsheet and related systems for all stakeholders
- Support ID checks and the processing/monitoring of information on DBS when needed.
- Support ITT recruitment, administration, and placement planning.
- Organise and support regional ITT scoping, monitoring, administration, and reporting.
- Prepare, and maintain ITT related records.
- To develop an understanding of ITT and support the work of the SYTH team

MIS Administration:

- To provide efficient and accurate information through data management and analysis.
- Support the inclusion of information on our CRM MIS systems, generating, analyzing and evaluating information for leaders, ensuring the systems are reviewed and developed.
- Research information on ITT to inform leadership decisions.
- Use and develop systems for monitoring and reporting on activity and updating data.

- Monitor the delivery, activity, outcomes & impact of our programmes using the appropriate management information systems.

Marketing Administration:

- Work with the Trust marketing team to support Directors with the production of ITT marketing materials for SYTH.
- Review ITT marketing materials, sharing any necessary updates with the marketing team.
- Support the organisation with delivery of events, meetings, and development activities as required. Including attending events (where appropriate) throughout the year (out of office hours work will be compensated where necessary).
- Create, collate and analyse evaluations via appropriate systems.

And re Support for Trust/School (all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the Trust/Teaching school.
- Participate in relevant training, other learning activities and performance management as required.
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities - All administrative support staff are considered part of the overall Trust support team and may be required to aid colleagues in other areas from time to time commensurate with the role, skillset and grade.

Further Statement:

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Leaders of SYTH.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Grade 3 ITT Administrator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.		✓	A
Working in a busy environment with many priorities and conflicting deadlines.		✓	A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Evidence of regular, relevant, and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I