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**Job Description**

Inspiring Future Teachers Hub Lead

Travel Required – Yes

**Inspiring Future Teachers Hub Lead job purpose:**

As part of the development of Initial Teacher Training (ITT) within Inspiring Future Teachers (IFT), the IFT Hub Lead will:

* Lead in the delivery, monitoring and hub level evaluation/feedback of the IFT integrated and coherent Centre-Based Training Programme ensuring fidelity to the IFT curriculum and coverage of the ITTECF Framework, with phase and subject specific exemplification through ‘implications for practice’.
* Quality assures the provision of mentoring and provide termly face-to-face networking and training to support local context, to ensure standards of practice remain high.
* Track and monitor the progress of trainees within the IFT programme to secure positive outcomes for trainees.
* Play a significant role in shaping the strategic direction of IFT through contributing to programme development and design through leadership of local strategic boards and membership of IFT strategic boards.
* Undertake self-evaluation and development planning at Hub level, to support and inform IFT evaluation and action plans.
* To amend and adapt IFT central documentation e.g. Compliance Audit, to ensure Hub is aware of and operating in line with the DfE ITT Criteria.

Key Responsibilities:

**Recruitment:**

* To work alongside the Inspiring Future Teachers Leadership Team to promote the IFT offer through local partnerships, to support the IFT recruitment strategy, to the end that that number of trainees per cohort remains strong.
* To organisation and evaluate ITT recruitment events within Hub area.
* To manage the selection and interview process in compliance with the DfE ITT Criteria and IFT Recruitment Policy and Process.
* To provide Hub specific recruitment data and feedback to the IFT Leadership Team, as requested, to support future development and recruitment.
* To ensure the IFT onboarding processes are followed to ensure compliance with the DfE ITT Criteria.

**Training:**

* To deliver a coherent induction process for trainees, in line with the IFT curriculum, and to support local context, to ensure trainees, and schools, are well prepared for the start of their training year.
* To lead the induction and ongoing professional development training of those with a support role within the ITT Programme, namely: lead mentors, mentors, professional tutors and assessors, to ensure that the quality of support and training within the IFT Programme remains consistently high.
* Liaise with and support external organisations that may play an integral part in the ITT programme and trainee development, namely: NASBTT and Anspear
* To lead in the delivery and quality assurance of the IFT curriculum.
* To liaise with the allocated Link Tutor from the University of Brighton, to support the development of trainees undertaking the PGCE, working in partnership with the HEI to deliver content, mark assignments and provide guidance to trainees.
* To support the transition of trainees from QTS to ECT through guidance, training and monitoring.

**Assessment:**

* To contribute to the annual review the IFT curriculum, assessment criteria, policy and frameworks.
* To work with trainees, mentors and assessors in leading the arrangements for assessment and moderation of trainees within hub area.
* To contribute to, and support, cross moderation with other IFT Hubs.
* To work with key staff within hub area, to monitor the arrangements for assessor visits and termly assessments.
* Liaise with the allocated Link Tutor from the University of Brighton, to support the development of trainees undertaking the PGCE, working in partnership with the HEI to deliver content, provide guidance to trainees and undertake marking and assessment of trainee assignments (including QTS) and online QTS portfolios.
* To work with the IFT Leadership Team to review the progress of trainees at fixed points in the assessment cycle, reporting moderated outcomes to the Assessment Review Board.
* To manage interventions with trainees where concerns have been raised, in line with IFT support plan and cause for concern processes.

**Accountability:**

The IFT Hub Lead will work collaboratively with the IFT Leadership Team to ensure fidelity and consistency to the IFT curriculum and across IFT Hubs

The HISP TT Lead will be accountable to the Director of IFT and will be responsible for leading the HISP TT Programme Lead and Administrators.

**Safeguarding**

IFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

As the post is a new post within IFT it is envisaged the above job description will require amendment from time to time and possibly prior to any annual review.

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**ADDITIONAL NOTES**

* **Hub Leads need to be appropriately skilled expert practitioners who can evidence master’s level study (this can include an NPQ).**
* **Ideally, Hub Leads would have undertaken, or be willing to undertake, the NPQLTD.**

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