# Secondary ITT Subject Lead- Job Description

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| Job title | Secondary ITT Subject Lead  (English, Maths, Biology, Chemistry, Physics, Geography, Computing, French or Spanish) |
| Reports to | Head of Secondary ITT |
| Line Manages | Secondary ITT Subject Specialist Personal Tutors and Facilitators |
| Works with | Candidate Support, Design and Development, eLearning, Assessments, Quality, and Marketing teams |
| Location | Flexible location (including visits to the Bristol office) |
| Starting salary | £48,000- £53,000 |

## Context

Recognised for our excellent quality, Best Practice Network (BPN) is a national provider of the Early Career Framework (ECF) graded ‘Outstanding’ by Ofsted, National Professional Qualifications (NPQs) and is the largest provider of Early Years Initial Teacher Training (EYITT). With recent Initial Teacher Training Accreditation, we are now one of just a few organisations delivering the full golden thread of teacher CPD nationally. We are also an award-winning apprenticeship provider which allows us to offer schools and trainees multiple routes to qualifications and funding.

BPN’s vision is for every child to access an excellent education regardless of background. Over 20,000 school staff are taking qualifications with us, with 90+ delivery partners and 2000+ associate facilitators, assessors, tutors and coaches across the UK and beyond.

Our quality, growth and success depend on our collaborative, innovative and friendly employees. Our core team enjoy flexible working arrangements, a generous benefits package, with career development opportunities enhanced by the connections across Supporting Education Group, our parent company.

Our Values are to Strive for Excellence, Inspire Learning, Work as a Team and Act with Integrity.

## The Position

This is an exciting opportunity for a motivated and capable professional to join Best Practice Network as a Secondary ITT Subject Lead. This is a new role where the successful candidate will work as part of a team of subject leaders to help build and shape Best Practice Network’s ITT offer alongside the Head of Secondary ITT.

Our subject leads will be experts in their subject with recent teaching experience as well as experience in design or delivery of initial teacher training. They will draw on their detailed subject knowledge, curricular expertise, field experience and deep knowledge of relevant research and frameworks to create resources for BPN’s initial teacher training programme and the requirements of the ITT criteria 2024.

They will also help drive the continuous improvement of Best Practice Network’s ITT provision and participant experience across learning and teaching, delivery partner relationships, quality assurance and compliance.

### Responsibilities

* Contribute to existing long-term ITT curriculum plans
* Develop the curriculum content in line with the DfE Core Content Frameworks ensuring it is fresh, relevant and reflects various national contexts and best practice evidence bases
* Design phase and subject-specific resources for the ITT programme. These will include examples for specific content areas, practice pieces and case studies as well as reading lists
* Develop a team of subject specialist Personal Tutors and Facilitators who deliver outstanding training to a national cohort of Secondary ITT trainees
* To provide leadership and clear direction to the relevant the Personal Tutors and Facilitators, managing their job performance, attainment of KPIs, holidays, absences and other personnel matters
* Ensure programme content, resources and delivery methods are aligned to current and future workplace needs, curriculum development and best teaching practices
* Resolve escalated trainee issues in collaboration with other stakeholders
* Work alongside the Quality Team to review the quality of the programme, including observing the work of personal tutors
* Contribute to the development, training, support, briefing and quality review of facilitators
* Use stakeholder and CQI feedback to inform the setting of priorities
* Manage the retention and satisfaction of trainees, leading on support plans and reasonable adjustments
* Contribute to the development of monthly bulletins for trainees, mentors and tutors to provide programme updates and information on assessment requirements
* Lead on the pastoral support across the programme
* Foster a culture of respect, high aspirations, empowerment and collaboration to achieve excellent outcomes and personal job satisfaction for all

## Targets

* 100% recruitment against targets
* 90%+ average satisfaction evaluations across all ITT provision
* 95% retention
* Achieve successful outcomes from Ofsted and other external evaluation/ scrutiny
* Meeting/ exceeding minimum requirements as set out in 2024/25 ITT Criteria

## Person Specification

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| Education and qualifications | Essential | Desirable |
| Qualified Teacher Status | ✓ |  |
| Evidence of CPD and expert knowledge in relevant professional area | ✓ |  |
| Experience of teaching both key stage 3 and key stage 4 in the subject for which you are applying. | ✓ |  |
| Experience, skills and attributes |  |  |
| Successful experience of working in ITT | ✓ |  |
| Detailed knowledge of the Core Content Framework and EEF guidance in your subject | ✓ |  |
| Understanding of the wider education and schools’ landscape | ✓ |  |
| Knowledge of and affinity for the Education & Skills sectors | ✓ |  |
| Thorough knowledge of the requirements and framework for Ofsted | ✓ |  |
| Evidence of successfully leading and managing a Team | ✓ |  |
| Efficient and effective planning and deployment of resources | ✓ |  |
| Stakeholder management skills, including partners & clients | ✓ |  |
| Creative, innovative and able to solve problems |  | ✓ |
| Excellent communication skills, written and oral | ✓ |  |
| Highly numerate and literate | ✓ |  |