

Oxfordshire Teacher Training

Primary Subject Specialist: Job Description

Salary: Leadership scale 4 - 7

Number of days: 0.4 FTE (Wednesday and Thursday)

Responsible to: Primary Programme Leader

Responsible for: Primary Associate Teachers; Partnership school Headteachers, Senior Links and Mentors;
Primary Visiting tutors

Role Purpose:

- to ensure that all Associate Teachers training with Oxfordshire Teacher Training SCITT develop an excellent level of subject specific knowledge and understanding in order to start their careers as highly effective practitioners

Principal Responsibilities:

- to design and deliver an effective, relevant and well-resourced programme of Subject Specialist sessions as directed by the Primary Programme Leader and SCITT Director in accordance with the overall curriculum structure and programme calendar
- to ensure that the Subject Specialist programme is coherently structured to relate effectively to the overall curriculum and that the Associate Teachers developing subject knowledge is regularly assessed
- to produce and review the relevant subject content overview and reading and resource list
- to liaise with the EYFS and SEND specialists to ensure coherence and effective training across all strands of primary provision
- to support the Primary Programme Leader and Central SCITT team with undertaking school visits, QA processes
- to support Associate Teachers through appropriate and timely online communication between face to face sessions
- to develop and maintain a comprehensive understanding of current national expectations for Initial Teacher Training providers (notably the DfE ITT Criteria and Ofsted Framework for ITE)
- to engage with, promote and ensure integration of the NASBTT Teacher Subject Network sessions into the overall package of training and support for Associate Teachers
- to ensure preparedness for external moderation and formal inspection processes
- to attend all relevant meetings
- to contribute to programme self-evaluation, review and development planning processes
- to seek and respond to feedback as required
- to take a full and active part in a personal appraisal/ performance review process
- to respond to the needs of the individual Associate Teachers
- to support Associate Teachers in securing employment (for example through application support and reference writing where appropriate)
- to support the SCITT partnership in maximising training placements across the wider school network
- to support the SCITT central team with marketing and recruitment processes

General Duties:

- To take a full and active part in personal appraisal process including a skills and training audit on an annual basis.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Oxfordshire Teacher Training SCITT and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

Dec 2021