

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: CHILDREN'S SERVICES		Service Area: EDUCATION IMPROVEMENT SERVICE /SCITT/ECT TEAM
JOB TITLE: Assistant SCITT/ECT Co-ordinator		
GRADE: F		
REPORTING TO: SCITT/ECT Co-ordinator		
1.	JOB SUMMARY: To provide administration support to Stockton Teacher Training Partnership, assisting in the provision of a high-quality initial teacher training programme for all trainees and to support the administration of ECT Induction. This will include supporting the delivery of a portfolio of administrative duties and maintaining up to date and fit for purpose processes.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To assist the SCITT/ECT Co-ordinator in the provision and delivery of effective and appropriate processes to support the high-quality Initial Teacher Training programme and Appropriate Body services.
	2.	To collate information and produce reports in tabular and graphical formats as required.
	3.	To assist the SCITT/ECT Co-ordinator with administrative support, this includes undertaking a range of duties: <ul style="list-style-type: none"> • Maintaining, updating, and retrieving accurate computerised information from a range of web-based systems and databases (Apply, Register, Publish, DfE, TRA, ENIC and Moodle). • Supporting the Partnership recruitment process; processing applications, arranging interviews, liaising with candidates and schools ensuring safer recruitment processes are followed. • Preparing and collating training materials to support the delivery of the central training programme, mentor training programmes and ECT training provision, ensuring deadlines are met. • Day to day management of the SCITT virtual platform, uploading training materials and resources and transferring briefing notes. • Maintain accurate records and data analysis as required to support the service. • Assist with financial processes, raising requisitions, sales orders and maintaining records.

		<ul style="list-style-type: none"> • Provide a high standard of support and respond to queries from trainees, school-based staff and other professionals, through face to face, telephone and electronic communications on a range of topics. • Respond to and support the prompt and clear communication of information through the management of multiple email accounts. • Development and maintain an up-to-date knowledge of the ITT landscape including DfE compliance, Ofsted framework and the national developments. • Monitoring of documentation to ensure compliance with ITT criteria. • Delivery of the SCITT marketing plan, updating social media, attending recruitment events and contribute to the development and production of high-quality information to promote the service. • Maintain confidentiality when dealing with personal information and data, ensuring secure storage of all electronic documents. • Support the SCITT Co-ordinator in the collection and reporting of information. • Provide support functions within the service including; scanning and printing of documents; collation of files and training materials. • Take responsibility for the administration of the SCITT, ECT and Mentor training programmes, processing bookings, preparing registers, and recording attendance and website updates. • Support the service in sourcing and booking training/meeting rooms to meet the needs of the programme, including ordering of supplies. • Maintain an effective inventory for the provision of office equipment and resources for the partnership. • Provide efficient minute taking for meetings and other typing/document support. • Comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting concerns to an appropriate person • Work within and meet appropriate performance targets and deadlines. • Make a positive contribution to the design, implementation and maintenance of office systems and procedures. • Provide and be flexible in covering, in conjunction with other members of the team, the day-to-day administrative support needed to develop and maintain the service. • Produce ID cards to trainees and partnership representatives. • Organising meetings as directed and on behalf of the partnership.
	4.	Assist in evaluation exercises to identify trainee needs and requirements, and levels of satisfaction with the partnership, supporting the quality assurance processes.
	5.	Ensure that current appropriate legislation and council policies and procedures are adhered to in the provision of services.
	6.	To enhance the image of the service by promoting awareness of the SCITT Partnership, its's services and to establish effective working relationships with schools and other external agencies as appropriate.
	7.	Undertake such personal training as may be deemed necessary to undertake the duties and responsibilities of the post and such information is disseminated to other appropriate colleagues.
3. GENERAL		

Job Evaluation - This job description has been compiled to inform and evaluate the grade of F using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated October 2016



PERSON SPECIFICATION


Job Title/Grade	Assistant SCITT/ECT Co-ordinator	GRADE F
Directorate / Service Area	CHILDRENS SERVICES	EIS SCITT/ECT Team
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 in Business Administration, or a person with appropriate and relevant experience 	GCSE Maths and English at grade C/4 or above (or equivalent)	Application form
Experience	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of stakeholders in a clear and accurate manner. Experience of working as part of a busy team Experience in using a range of information systems Experience of organising own time and working to competing deadlines 	<p>Knowledge and experience of working in an education environment/service</p> <p>Previous experience supporting the administrative functions of training programmes</p>	Application / Interview

	<ul style="list-style-type: none"> • Experience of organising meetings/events • Experience of organising own time and working to competing deadlines 		
Skills	<ul style="list-style-type: none"> • Strong interpersonal skills • The ability to solve problems logically • Experience of using ICT and the main software products, inputting and transferring information accurately • Ability to establish professional, effective working relationships with a range of partners/colleagues • Good standard of literacy and numeracy 	<ul style="list-style-type: none"> • Awareness of ITT and ECT process and policies • An understanding of the advanced functions of Microsoft Excel and Forms • Knowledge of educational legislation, guidance and legal requirements • Ability to support development of online systems and media presence 	Application/Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement.. • High personal standards and self-discipline in working to tight deadlines • The ability to work as an effective member of a team • Recognition of the need for confidentiality 	<ul style="list-style-type: none"> • Ability to support the implementation of solutions and challenge traditional thinking 	Application / Interview

	<ul style="list-style-type: none">• Flexible approach to work• Self motivated		
Other requirements			

Person Specification dated

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA: SCITT, Education Improvement Service
JOB TITLE: Assistant SCITT/ECT Co-ordinator	
GRADE: F	
REPORTING TO: SCITT/ECT Co-ordinator – Gemma Adams	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	
Is required to drive an HGV/LGV/PCV/Minibus	
Is required to undertake agriculture, horticulture or gardening work	
At risk from noise that might affect an employee's health (will be required to wear ear protection)	
Will be exposed to vibration likely to be above the exposure action level.	
Is exposed to hazardous substances as detailed in Appendix 1	
Is likely to be exposed to asbestos	
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	
May be exposed to lead or lead based products	
Will handle food	
Will require a health assessment for regular night working	
Will be required to undertake the Display screen equipment training	X
Other known risks – please detail	
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: GCAdams

Date: 3/12/21