

**ROLE PROFILE**

**#RKLTPeople**

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Early Career Teacher Entitlement (ECTE) Co-ordinator	<b>School:</b>	Red Kite Teaching School Hub (RKTSH)
<b>Salary Grade:</b>	Band 7, SCP 8 - 12	<b>Working Hours:</b>	Part time or Full time (negotiable)
<b>Contract Type:</b>	Permanent, Term Time Only + Training Days	<b>Location:</b>	Harrogate

**Responsible to: ECTE Lead**

**Role summary:** As an ECTE Co-ordinator in the Red Kite Teaching School Hub team you will be expected to co-ordinate activity across the Early Career Training Programme (ECTP) and Appropriate Body (AB) commensurate with the Co-ordinator role, as detailed in the table below, and as required by the RKTSH leadership team. Team members' area of responsibility or focus may change periodically according to the needs of RKTSH or Red Kite Education. This role may involve travel to schools in North and West Yorkshire to oversee events.

**Special conditions of service:**

No smoking policy, including e-cigarettes/vaping. Requirements to work outside of school hours and off school premises as required by the school.

**Role specific responsibilities:**

- Support the Director of Appropriate Body, the Director of Research and Programmes, and ECTP and AB Lead to make arrangements for the administration, delivery and oversight of the AB and ECTP
- Ensure that all processes and systems for delivering, and monitoring engagement with the ECTP are followed; support with the development of more effective ways of working with information and data
- Collation of data related to Early Career Teacher (ECT) and Mentor attendance on, and engagement with, the ECTP, ensure data is accurately reported to the Lead Provider (LP) in order to maximise delivery partner (DP) income
- With the ECTP and AB Lead, ensure all systems and internal processes relating to collation of data are effective
- Ensure all LP processes and systems are followed and that deadlines are met for evaluations and data submission in line with cohort contracts
- Ensure regular communications are sent to all relevant staff in schools regarding engagement with the ECTP; ensure that ECT and mentor lack of engagement is systematically followed up in order to meet targets and deadlines
- Use internal and external systems to track and monitor data leading to payments from the LP; support with financial reporting for AB and ECTP to the Director of RKE



- Attend internal meetings as well as meetings with the LP to ensure effective delivery, data collation and reporting for the ECTP and AB
- Ensure all non standard ECT processes and documents are maintained and accurate
- Establish and maintain effective working relationships with all stakeholders engaged with Red Kite Education's services
- Work effectively as part of the RKE Team
- Be available and approachable to staff at all levels
- Commit fully to the vision and values of Red Kite Learning Trust

#### RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

**Our Trust Mission**  
Nurturing ambition, delivering excellence and enriching children's lives.

**Our Trust Values**

- Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

**Our Trust Goals**

- We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

**RED KITE LEARNING TRUST**

#### PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to communicate effectively with staff at all levels within Red Kite Learning Trust, schools, and the wider partnership	*	
Able to manage and communicate complex information clearly and effectively	*	



Ability to plan ahead and systematically monitor information	*	
Ability to be innovative and creative in developing solutions	*	
Able to take initiative and work independently, including managing own workflow and working to high levels of accuracy	*	
Demonstrates reliability and a strong commitment to their role	*	
Sense of humour and optimism	*	
Self-motivated, hardworking, and a team player	*	
Willingness to be flexible and work to meet the best interests of our schools	*	
Willingness to work outside normal working hours when need arises		
Open, honest, and empathetic	*	
Confidential and trustworthy	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSE English and Maths Grade C or above (or equivalent level qualification)	*	
Experience in a role that requires high level of organisational/administrative skills	*	
Knowledge and a high level of competence with all the main aspects of Microsoft Office and web-based applications, and IT in general	*	
Knowledge of the ECF programme and AB services	*	
Experience of organising training events or similar	*	
Experience of line management		*
Full Driving Licence and own vehicle	*	
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

