



Job Description

Assessment Only Programme Manager

Alban Teaching School Hub



Job Title:

Assessment Only Programme
Manager for the Alban
Teaching School Hub

Salary:

H5 pro rata

Contract:

Part time, fixed term
contract for one year initially
8 hours per week
Term time only (38 weeks)

The Role:

The Assessment Only Programme Manager plays a key role in the Assessment Only provision at the Alban Teaching School Hub (Alban TSH) ensuring that we deliver excellence in promotion and initiatives across our designated region in line with Alban TSH and the National Institute of Teaching (NlOT) expectations.

Core accountabilities include:

- Administrative support to the Initial Teacher Training (ITT) Assessment Only route to QTS for the Alban TSH in partnership with the NlOT
- Promotion of the Assessment Only route to QTS with the Alban TSH
- Administrative support and liaison between schools, trainees and assessors

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Course administration for the Assessment Only route to QTS

- Liaise with trainees and schools with administrative aspects for the Assessment Only route to QTS
- Upload relevant recruitment data on Dynamics in partnership with the NIoT
- Help to market the assessment only route to QTS through social media channels and email
- Support training during working hours e.g. setting up training sessions
- Send communications to assessors, trainees and schools, as required
- Follow-up email / NIoT community communications
- Process invoices and track finances, as appropriate
- Maintain ITT databases/mailling lists

Marketing and communication of Initial Teacher Training at Alban TSH

- Support timely and tracked communications to relevant parties through email and social media

Administration

- Supporting the Alban TSH conference and other hub events
- Dealing with enquiries through a variety of channels
- General administration, as required

General responsibilities

- To ensure all work carried out is in line with the schools' policies and the Alban Teaching School Hub remit.
- To liaise with students, staff, parents, and other stakeholders as a key representative of the Alban TSH

Supervision

- The majority of this work will be undertaken without supervision but in partnership with the Director of ITT and the Director of the Alban Teaching School Hub.
- Liaison over work takes place, and matters of policy are discussed, as the need arises with the Teaching School Hub Business Director or the Director of Teaching School Hub.

Line Management

- Formal line management meetings will take place at least weekly and on an ad hoc basis at the request of either the line manager or the post holder

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Experience	Extensive experience of administrative procedures	✓	
Skills and knowledge	Confidence with using all Microsoft Office programmes	✓	
	Accuracy and attention to detail are of paramount importance	✓	
	Confidence and 'presence' to liaise with assessors and trainees from a range of schools, from leadership to prospective trainees	✓	
	Understanding of school contexts		✓
	Ability to work independently and as part of a team	✓	
Personal qualities	Flexible and adaptable approach	✓	
	Ability to think clearly and to think ahead	✓	
	Effective communicator	✓	