

ITE Course Coordinator

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11.59pm on 04 January 2026
Interviews to be held:	Week beginning 12 January 2026
To start:	ASAP

Join Our Team as an ITE Course Coordinator!

Sheffield Teacher Training Alliance and **South Yorkshire Teaching Hub** are looking for an enthusiastic and highly organised **Initial Teacher Education (ITE) Course Coordinator** to help us deliver exceptional teacher training across the region.

What you'll do:

- Coordinate and manage the day-to-day running of our ITE programmes (PGCE and Postgraduate Teaching Apprenticeships).
- Be the key point of contact for trainees, schools, and partners, ensuring smooth communication and outstanding support.
- Work closely with our leadership team to maintain high standards and compliance across all training routes.

What we're looking for:

- A proactive, detail-oriented professional with excellent organisational and communication skills.
- Someone passionate about education and committed to supporting the next generation of teachers.
- Experience in administration or programme coordination.

Why join us?

- Be part of a dynamic, forward-thinking team shaping teacher training in South Yorkshire.
- Enjoy a collaborative environment with opportunities for professional growth.
- Make a real impact on teacher recruitment and retention in our region.

Role summary

Post title:	ITE Course Coordinator	
Profile:	BS3	
Grade:	5	
Grade spinal point range:	SCP 15 to 20	
Salary:	£30,024 - £32,597	
Accountable SLT post:	Executive Director of SYTH	
Line manager (if different):	Director of ITE and ECF	
Staff to be supervised or line managed by post holder:	N/A	
Post holder will work with:	Central, school and SYTH support staff Other teaching and support staff	
Holiday and sickness relief:	By and for other SYTH administrative staff	
Purpose of post:	To coordinate and deliver an efficient and effective administrative support service to the Sheffield Teacher Training Alliance (STTA) and South Yorkshire Teaching Hub (SYTH) under the guidance of the SYTH Executive Director	
Version revised:	December 2025	
Contract:	Permanent	37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

Specific duties and responsibilities

To be responsible for supporting the SYTH Director(s), the SYTH and its various arms, coordinating the associated specialised administration, including the maintenance and development of appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines.

This will include, but is not limited to:

Specialised Administration for the SYTH and related streams:

- Coordinate, manage, develop, and administer administrative processes and protocols for the ITE course.
- Assist with developing and maintaining efficient systems for tracking and managing the workflow of ITE.
- Provide or coordinate PA support if required for senior staff.
- Organise, schedule and monitor all events both online and face to face and ensure all stakeholders are notified and have the necessary information including presentations and pre reading.
- Manage the collation of feedback from participants and facilitators and ensure this is reported back to the relevant Directors
- Operate relevant complex IT packages and equipment to help streamline and monitor Workflow.

SYTH Administration:

- Under the direction and guidance of the Directors, manage and oversee the administration of various agreements with facilitators, Hubs, Partner Schools or organisations, including creating and reviewing agreements where necessary.
- Manage the administration of the ITE offer, including promoting opportunities, general administration and the tracking of bookings.
- Communicate regularly with ITE participants.

Applicant Administration for Initial Teacher Education (ITE),

- Coordinate the team to organise and support the recruitment, efficient administration and placement planning of ITE using the various relevant external Department for Education and higher education systems (e.g. DFE Apply)
- Keep systems up to date with information about courses, schools and other details.
- To monitor places and course activities to support leadership decisions about opening and closing courses.
- Coordinate the process of confirming places and monitor course activity in order to support and inform decision making about opening and closing ITE courses.
- Support the team to respond to complex enquiries about the admissions process, from applicants, academic colleagues, school colleagues and administrators.
- Oversee the team completing ID checks and process/monitor DBS applications via the

appropriate Trust systems.

- Give regular routine advice re ITE processes, monitor and maintain records of ITE participants progress and support and guide where required.
- Under direction of the Director, manage and support on participant HR processes and records e.g., sickness, performance management, recruitment, and selection, safeguarding and safer recruitment.

MIS Administration:

- To provide efficient and accurate information through data management and analysis in house and with partners, in order to produce and analyse a range of management information, documentation, reports and publications.
- Under direction of the Director, manage, develop, and support the team in creating new systems, generating, analysing and evaluating reports for leaders, ensuring the systems are reviewed and developed and training needs identified.
- Coordinate, use, and develop systems for monitoring and reporting on activity, updating data, via the various Department for Education
- Teacher training data systems and other external portals.

Event Organisation Administration:

- Provide information to the relevant Directors on assessment of bursary eligibility.
- Plan the administration, registration and set up of events including online and face to face.
- Coordinate and manage the events calendar for the ITE courses and ensure you communicate this to all stake holders including calendared reminders.
- Create and manage feedback systems for participants and facilitators for both the course and the events.
- Monitor all event feedback and report back to the relevant Director with analysis and feedback.

Marketing:

- Work with marketing colleagues to support Director(s) to manage the production of marketing materials for SYTH with a focus on ITE
- Update DfE portals and websites (or similar) with course info.
- Support the delivery of events, meetings and training courses as required. Including attending events (where appropriate) throughout the year to support the team (out of office hours work will be compensated where necessary).

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Director of SYTH.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: ITE Course Coordinator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A / I
Customer services experience.	✓		A / I
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A / I
Excellent record keeping, information retrieval and dissemination of data/documentation.	✓		A / I
Knowledge of the systems around Initial Teacher Education and level 7 qualifications.		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at Grade 4/C or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A / I
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		A / Ref
Work effectively as part of a team recognising own role as a team member.	✓		I / Ref
Maintain strict confidentiality of information.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate an excellent level of customer care.	✓		A
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Interpersonal skills			
Ability to foster good relations with a range of colleagues at all levels.	✓		A / I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Maintains high standards set by the organisation.	✓		I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Ability to maintain confidentiality	✓		A
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

South Yorkshire Teaching Hub

The South Yorkshire Teaching Hub is part of Chorus Education Trust, based at Silverdale School. The Hub was one of the pilot teaching school hubs, funded by the Department for Education and is now part of a national network of 87 teaching hubs.

We aim to be the place to go for teaching news, jobs and training information in the region – for both current teachers and those looking to join the profession. We will develop, co-ordinate and promote the work of a range of partners across Sheffield and Rotherham, supporting the journey of teachers from initial teaching training (ITT) to becoming headteachers and chief executive officers.



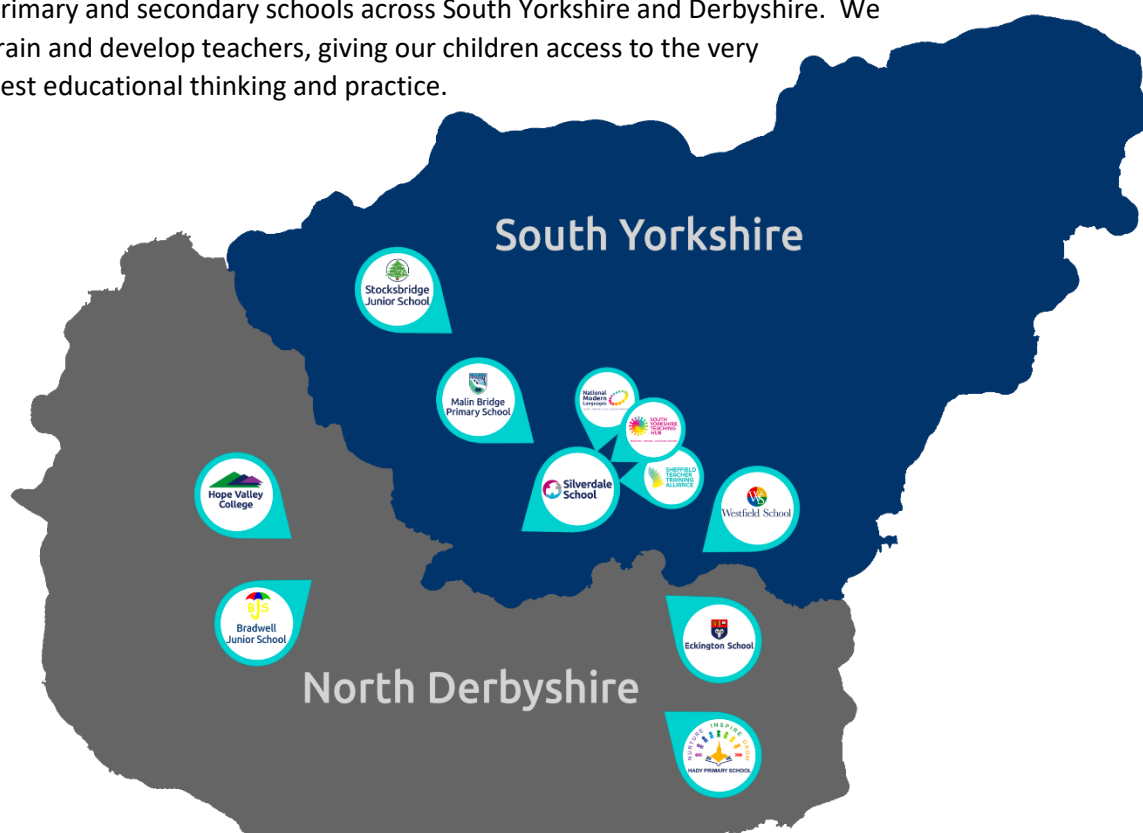
In addition to trust-wide benefits for all staff, those at the South Yorkshire Teaching Hub also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.

You can view the South Yorkshire Teaching Hub website at: www.southyorkshireteachinghub.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.