



JOB DESCRIPTION

Job Title:	Initial Teacher Training and Early Career Coordinator
Grade:	Salary: TLR1b (subject to school pay policy) Contract: Full Time, Permanent
Reports to:	AHT Support and Intervention
Responsible for:	Coordinate and oversee the school's ITT, ECT, and new staff induction programmes.

Purpose of the job

The ITT and ECT Coordinator will contribute significantly to the school's staff development strategy, helping to build a strong pipeline of highly effective practitioners and future leaders.

Main Responsibilities

- Provide strategic leadership for the school's Initial Teacher Training (ITT) provision, ECT programme and new staff induction programme.
- Oversee all teacher training pathways and develop strong partnerships with universities, SCITTs and other accredited providers.
- Coordinate trainee recruitment, placements, professional studies and assessment, monitor progress against the Teachers' Standards.
- Support and quality assure ITT mentors, and ensure all statutory, safeguarding and quality assurance requirements are met.
- Act as Induction Tutor and work closely with Appropriate Bodies, mentors and school leaders to deliver a high-quality induction and professional development programme.
- Monitor ECT progress, wellbeing and statutory assessments and termly review meetings.
- Support mentors in delivering effective instructional coaching, and ensure all ECTs receive the support, challenge and development opportunities needed to succeed.
- Ensure new staff receive high-quality induction in safeguarding, behaviour, curriculum and school procedures, while monitoring effectiveness, evaluating impact and fostering successful integration into the school community.
- Provide leadership for professional learning and development across the school, designing and delivering impactful training for trainee teachers, ECTs and new colleagues at all career stages.
- Undertake observations and quality assurance activities, analyse trainee and ECT feedback and outcomes, produce reports for senior leaders and trustees, and ensure all programmes meet statutory, partnership and compliance requirements.
- Develop and sustain effective partnerships with teacher training providers, universities, Teaching School Hubs and partner schools to enhance teacher development and recruitment. Act as the school's key representative for ITT and ECT provision, promoting the school as a centre of excellence and contributing to the growth and quality of local and regional training partnerships.
- Support the placement and induction of PGCE, School Direct and other trainee teachers.



Line Management Responsibility

Promotion of School

- To contribute to whole School Special Events as and when required
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to promoting equality, diversity, inclusion and anti-discriminatory practice.
- To be a role model to all colleagues and students, in line with the values and ethos of the school.

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

July 2026



PERSON SPECIFICATION

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Qualifications	
Essential	Desirable
- Educated to degree level or equivalent - Qualified Teacher Status - Level 2 award in safeguarding children and young people	- Higher Degree, professional qualification or management qualification - Evidence of further continuing professional development - Mentor accreditation or coaching qualifications. - Experience working with ITT providers and Teaching School Hubs.
Experience	
- Teaching across the age and ability range - Experience of mentoring trainee teachers and/or ECTs. - Experience of delivering professional development. - Experience of lesson observation and instructional coaching. - Experience of monitoring and evaluating teaching quality.	- Successful teaching experience in multicultural context - Experience of leading ITT programmes. - Experience as an ECT Induction Tutor. - Experience of partnership working with universities, SCITTs or other providers. - A commitment to offering an extra-curricular activity
Knowledge/Skills and Competences	
- Solid understanding of Initial Teacher Training frameworks, Early Career Framework and statutory induction requirements. - Effective mentoring and coaching approaches. - Current educational research and evidence-informed practice. - An outstanding classroom teacher - High levels of literacy, both verbal and written	Ambition to develop personal career e.g. potential for Senior Leadership



- A passion for education
- A willingness to learn and develop new skills
- Resilience and a sense of humour

Personal Attributes

- Inspirational leadership qualities including the ability to self-reflect
- Initiative and self-motivation to achieve despite challenges
- Excellent time management and organisation skills and the ability to see things through to completion
- Exceptional interpersonal and communication skills.
- The ability to have difficult and effective conversations with various stake holders in the school when required, applying high levels of emotional intelligence.
- An understanding of and the ability to act as lead in ensuring the school achieves the highest standards of safeguarding and child protection