



Job description: Active Teacher Training Administrative Assistant

Job details

Salary:	ALT Grade D
Hours:	30 hours per week
Contract type:	Permanent
Academy Site:	Cromwell Community College
Reporting to:	ITT Partner Lead (Secondary)

Main purpose

To support the ITT Partner Lead (Secondary) to secure outstanding ITT provision for the Trust's secondary academies. To actively promote a positive, forward looking culture.

Duties and responsibilities

Development and management of the Education Team functions

- Ensure the provision of ITT services across multiple sites, supporting colleagues in maximising the collective opportunity for shared efficiencies whilst ensuring a relevant and fit for purpose service.
- Support with the administration of the Trust's Secondary ITT programme to assist in the smooth running of the Trust's Institute.
- Use data analysis, evaluation and reporting systems to produce materials such as presentations, briefing notes, responses and communications for a range of stakeholders.
- Provide administrative support for the Education Team including the preparation of reports, minutes, document sets and other preparatory work to ensure that colleagues are equipped to carry out their role effectively.
- To serve as the first point of contact for ITT (Secondary), handling all written and telephonic enquiries
- To provide admin support to include the preparation of programme resources, organisation of meetings, preparation of reports, collation of trainee documentation and other trainee information as required
- To main records on UCAS and Apply databases
- To administer the trainee recruitment process – invitations to interview, scheduling interviews, making offers
- Deal confidentially and sensitively with communications.
- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.



- To be responsible for promoting and safeguarding the welfare of children and young persons.

GENERAL:

- Such other duties as may reasonably be required

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.