

**HISP Teacher Training Administrator (Programmes)**

Job Title – HISP Teacher Training Administrator

Location – Tanners Brook Primary School (some travel may be required)

**Core purpose;**

* To provide an effective, accurate and efficient support to the Hub Lead and Sub-Hub Leads.
* To provide administrative support for the running of the in-year training cohort as well as coordinate the keeping in touch with ECT and alumni cohorts.
* To support the management of the Recruitment Tracker and the Single Central Record for HISP Teacher Training.
* To support with communication between HISP Teacher Training and trainees, partnership schools and other key stakeholders for the purpose of data collection, event planning and recruitment.
* To promote a professional and friendly point of call to all prospective staff, colleagues and trainees in respect of HR advice and support.

**Key Accountabilities:**

**Tracking Attendance Records of Trainees**

* Under guidance from the Hub Lead, maintain accurate attendance records of trainees and ensuring absence reporting procedures are followed by trainees and other stakeholders.
* Create registers for centre-based training and ensure attendance is recorded (on the attendance trackers) accurately on a weekly basis across all training centres.
* Liaise with IFT Administrator about attendance of trainees at their subject day training sessions and then ensure attendance is recorded accurately on the attendance tracker in a timely manner.
* On a half-termly basis, confirm with mentors’ attendance records of trainees and update records accordingly and liaise with trainees to confirm attendance.
* Maintain an overview record of the cohort’s half-termly attendance records and alert the Hub Lead with any trainee that falls below 95%. For those trainees that do drop below 95% attendance organise a 1-2-1 meeting for them with the Hub Lead or Programme Lead as directed by the Hub Lead.

**Programme Administration**

* Ensure the master mailing list is up to date with mentor, professional tutor and headteacher contact details.
* Maintain an accurate record of the Partnership Schools information on the Partnership Schools tracker.
* Every week, send out the Hub Date to partnership schools including Headteachers, Professional Tutors and Mentors via the announcements on Mosaic and email.
* As directed by the Hub Lead, send out any additional emails regarding mentor training or school briefings as appropriate.
* Liaise with Thornden Hall and HISP TSH to book training rooms at Thornden School and Tanners Brook Primary School for centre-based training so the event tracker is accurate at all times. Liaise with Sub-Hub Leads to ensure accurate and up-to -date information about training locations.
* To provide administrative support and clerking for HISP Teacher Training’s Partnership Board and its Assessment and Moderation Board.
* As directed by the Hub Lead, provide administrative support to the Hub Administrator for Recruitment and Compliance with recruitment processes including keeping the recruitment tracker up to date and in line with IFT requirements.
* To provide administrative support to the Hub Lead organising meetings, filing/storing/retrieving documentation associated with the IFT programme, including quality assurance and support the production of marketing materials (and in line with GDPR).
* To support the Hub Lead with data and feedback reporting to IFT, HISP and other external agencies, as directed.
* Where required, assist in the organisation/promotion of, and attend key ITT events, which may require travel across IFT partnerships schools and Hubs
* To support the review, edit and updating of documentation and templates.
* To liaise with Headteachers, senior leaders responsible for ITT, stakeholders and external agencies within Hub region for marketing, partnerships and trainee placements.
* To support the Hub Lead with organising the running and marketing of school experience days and any other enhancement days for the teacher training programme.
* Support the administration and maintenance of the Single Central Record by sending timely reminders to trainees to sign their learner agreements and schools their partnership agreements and mentors and professional tutors their MOUs.
* Ensure safer recruitment processes are followed at all times.
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**Other Responsibilities**

* To support the Hub Administrator for Recruitment and Compliance, responding to emails and telephone queries in a timely, efficient and professional manner.
* To support the Hub Administrator for Recruitment and Compliance with the running of recruitment including onboarding of trainee teachers and ensuring they meet they meet DfE and IFT compliance.
* To maintain accurate personnel records both manual and electronically for trainees.
* Keep up to date with own professional development such as Trust safeguarding training, health and safety training and safer recruitment training.
* Complete any reasonable tasks asked of the Hub Lead in the operation of HISP Teacher Training.

**Accountability:**

The Administration Assistant for HISP Teacher Training is accountable to the Hub Lead for one day a week but the Appropriate Body Services Lead of HISP’s Teaching School Hub retains line management responsibility.

HISP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**Safeguarding**

IFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

***ADDITIONAL NOTES***

*The above job description will require amendment from time to time and possibly prior to any annual review. Salary scales will not necessarily be reviewed at the same time. The job description is not however envisaged to change materially.*

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.