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HISP Teacher Training Administrator

(Recruitment & Compliance)

Job Title – HISP Teacher Training Administrator

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

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Description automatically generated**Core purpose;**

* To provide an effective, accurate and efficient support to the Hub Lead and Sub Hub Leads.
* To co-ordinate and monitor the day-to-day operational processes for IFT applicants, ensuring all deadlines are met and records are maintained in accordance with IFT Policies and Procedures and in line with the DfE ITT Criteria.
* To organise recruitment within the Hub region and ensure that the IFT recruitment process runs smoothly.
* 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:**

**Recruitment**

* Liaise with HISP TT and partnership schools to organise interview panels in a timely manner.
* Organise locations, room bookings and schedules for weekly interviews.
* Work with the Hub Lead to shortlist candidates as they apply (against the IFT entry criteria).
* Follow up with candidates regarding queries over their application e.g. qualifications, experience, gaps in employment and overseas police checks (where appropriate) to support shortlisting.
* Co-ordinate the interview day collecting and verifying ID and qualifications of candidates as well as supporting the marking of the literacy tasks.
* Using DfE Apply system, keep interview details up to date and process offers accurately with conditions.
* To edit and send offer letters and subsequent onboarding letters, to candidates, in accordance with IFT processes.
* Liaising with the Hub Lead, monitor, collect and check additional references and checks of candidates who accept offers.
* Keep the recruitment tracker up to date.
* As directed by the Hub Lead, liaise with Headteachers, senior leaders responsible for ITT, stakeholders and external agencies within Hub region for trainee placements.

**Compliance**

* Maintaining the Single Centre Record for the in-training year up to date and accurate being rigorous to ensure there is no missing information.
* Maintaining the Recruitment Tracker for the onboarding year up to date and accurate being rigorous to ensure there is no missing information.
* Ensure the information about partnership schools is accurate and up to date on the Master Trainee Spreadsheet including updating Ofsted grading on a regular basis.
* Undertake the updating of DfE systems, mange Publish and liaise with key stakeholders and external parties, when required.
* Support the Hub Lead with data and feedback reporting to IFT Leadership Team and other external agencies, as directed.
* Maintain accurate personnel records both manual and electronically for trainees and in line with GDPR procedures.
* Carry out DBS checks on all new fee funded trainees and liaise with placement schools for both salaried and fee funded trainees to ensure all required onboarding checks have been completed in line with IFT policy.
* Review and report to IFT Hub Lead on Occupational Health recommendations following pre-employment questionnaires.
* Support Hub Lead with individual well-being assessments, where appropriate.
* 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).
* Ensure safer recruitment processes are followed at all times.
* 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.

**Other Responsibilities**

* To work collaboratively with the HISP Teacher Training Administrator (Programmes) and be able to cover and offer additional support when needed for running all aspects of the teacher training programme
* To support the Hub Lead with data and feedback reporting to IFT Leadership Team and other external agencies, as directed.
* To support the Hub Lead with data and feedback reporting to IFT, HISP and other external agencies, as directed.
* To act as first point of contact for all Initial Teacher Training (ITT) activity within the HISP Hub region via telephone and email.
* To co-ordinate the email inbox for HISP Teacher Training ensuring responses are timely, effective and professional as well as ensuring that the inbox is kept in an organised fashion at all times.
* Where required, assist in the organisation/promotion of, and attend key ITT events, which may require travel across IFT partnerships schools and Hubs.
* 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 Hub Administrator for HISP Teacher Training is accountable to the Hub Lead.

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.