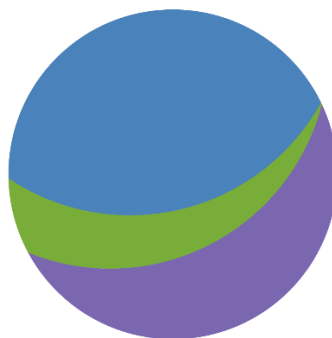




The Sea View Trust Embrace Education

**School Centred Initial Teacher Training (SCITT)
Coordinator
Candidate Information Pack**



CONTENTS

Letter from Katrina Brockbank & James Findlay-Pidcock - Embrace TSH & SCITT Leaders

Welcome from Angela Holdsworth - The Sea View Trust CEO

Overview of Embrace and The Sea View Trust

About the Vacancy

Job Description & Person Specification

Terms & Conditions

Application Procedure

Embrace | SCITT, Educational Excellence & Teaching School Hub
Ewood Campus, Clod Lane, Haslingden, BB4 6LR
Tel: 01706 214640, Option 4

www.embrace-education.co.uk
@EmbraceSCITT



Dear Candidate,

Thank you for your interest in the position of SCITT Coordinator at Embrace, we are delighted that you are considering joining us.

We are looking for an outstanding coordinator, who will be an integral part of the Embrace and Trust Central Teams. You will lead on the administration and coordination of our Initial Teacher Training programmes, playing a key role in developing our systems of working to ensure an effective service.

Embrace is at the heart of the Government's pledge that every child should have access to a great teacher; you will be part of an experienced, supportive, and innovative team that is dedicated to providing exceptional teacher training and professional development programmes, with a commitment to long-term teacher recruitment and retention.

If you wish to discuss the post, or to find out more about Embrace, we would be delighted to hear from you. Please do contact James directly via e-mail (j.findlay-pidcock@embrace-education.co.uk) or by contacting the office: 01706 214640 Option 4.

Meanwhile, we very much look forward to receiving applications from exceptional individuals with drive, enthusiasm, and resilience, who would enjoy working within a highly motivated and effective staff team.

Best wishes,

James Findlay-Pidcock SLE
Head of SCITT
Embrace SCITT

Katrina Brockbank SLE
Strategic Lead
Embrace Teaching School Hub

The Sea View Trust
Ewood Campus, Clod Lane, Haslingden, BB4 6LR
Tel: 01706 214640



Chair of the Trust: Mr M Jones
Chief Executive Officer: Ms A Y Holdsworth
Company Secretary: Mrs N Wilkinson

Dear Candidate,

WELCOME FROM THE CEO

Embrace sits within our Trust which currently has three primary schools and two special schools, together with Valley College (a post-16 specialist institution). We are ambitious with our plans; in the next five years we aim to further grow the Trust by developing our specialist provisions, partnering with compatible schools and, should the right opportunity present itself, open a Free School.

The post has arisen due to the continued growth of Embrace. We are looking for someone to join our dedicated team that works closely with schools to implement the DfE's Recruitment and Retention Strategy through the delivery of the 'Golden Thread' of programmes, committed to supporting teachers throughout their career.

This post is an exciting opportunity to join a team who are dedicated to driving continual improvement. The successful candidate will work closely with the Trust Central Team and the wider Embrace Education team to ensure we deliver exceptional teacher training across our partnership.

If you would like to know more about the post, in the first instance you are warmly invited to contact James Findlay-Pidcock, Head of SCITT and Specialist Leader of Education for Embrace Education. In the meantime, we very much look forward to receiving your application.

Best wishes,

Ms Angela Holdsworth MBE
CEO The Sea View Trust

Overview of Embrace Education and The Sea View Trust

ABOUT OUR TRUST

In September 2013 Anchorsholme School, Devonshire School and Park Community School (Special), converted to Academy status and formed the Blackpool Multi Academy Trust (BMAT). Revoe Learning Academy came to the Trust shortly after this, as a sponsored academy, and we are delighted that it is now a 'Good' academy. In November 2019, BMAT merged with the equally successful View Trust to become the Sea View Trust (SVT) which also incorporates Valley College. The academies all benefit from a unique relationship that has since developed between them and the Trust is extremely proud of its Sponsor Status.

Each academy within the Multi Academy Trust (MAT) currently has a dedicated team to assist with the day-to-day business requirements. Our enduring aspiration is to ensure that we offer value for money and maximise the resources available for all pupils within the Trust, the most valuable resource being our dedicated and professional staff. Our central team of MAT employees will work across all the academies, supporting with performance, compliance, financial efficiencies, development, and further MAT growth. Work in developing this is well underway with a view to this central service supporting all our leadership teams, Trust wide, in their roles.

ABOUT EMBRACE

In addition to our thriving academies and college, a key to the success of the Trust is Embrace, which comprises Embrace SCITT, Embrace Educational Excellence and Embrace Teaching School Hub.

Embrace Teaching School Hub was designated by the Department for Education in 2021 as a centre for educational excellence, and works closely with schools across Chorley, Fylde, South Ribble & West Lancashire (in addition to the Trust's schools) to implement the DfE's Recruitment & Retention Strategy through the delivery of the 'Golden Thread' of programmes, dedicated to supporting teachers throughout their career.

Through sophisticated partnerships and a commitment to helping schools achieve strong professional learning environments, Embrace Teaching School Hub provides:

- School-based Initial Teacher Training (ITT)
- Early Career Framework Induction
- Appropriate Body services for Early Career Teachers
- The new specialist National Professional Qualifications (NPQs)
- Leadership NPQs
- Other high-quality, evidence-based CPD to school leaders and teachers

Please visit www.embracetsh.co.uk for more details.

Embrace Educational Excellence has a strong local, regional and national reputation for training high quality teachers for both mainstream primary and special education. Its' highly acclaimed ELIP School Direct programme has been effective since 2013, and from September 2024 delivery will move to Embrace SCITT.



Educational Excellence also offers school improvement support, and includes a DfE designated lead school and Trust Behaviour Hub and an Inclusion Hub which services over 60 local primary schools. Other Educational Excellence services include SEND Reviews, Pupil Premium Reviews and targeted support for both staff and pupils.



Embrace SCITT was recently designated by the Department for Education in 2022 and is scheduled to start recruiting trainees in the 2023/2024 recruitment cycle. Provision will cover East Lancashire and Blackpool, in addition to our core teaching school hub area of Chorley, Fylde South Ribble and West Lancashire. Embrace SCITT is a consortium of excellent teacher training providers and incorporates Pennine Lancashire SCITT and Endeavour Learning SCITT in addition to Blackpool Sea View Trust, ELIP Educational Excellence and Yarrow St Georges School Direct provisions. Embrace SCITT will offer Early Years, Primary, Primary + SEND and Secondary routes into teaching working across Lancashire and Blackpool.

ABOUT THE VACANCY

| | |
|-------------------------|---|
| Job Title | Embrace SCITT Coordinator |
| Pay Grade/ Scale/ Range | Grade E (SCP 12-19) - £26,421 - £29,777 |
| Pro Rata Salary | Term Time plus 2 weeks £23,279 - £26,232 |
| Permanent Post | Working Hours 5 days / 37 - hrs per week Pro Rata: 38 Weeks + 5 days Inset + 5 days (40 Weeks) |
| Location | Ewood Campus, Tor View School, Rossendale |

This is an exciting opportunity to lead the administrative and financial aspects of a new Teacher Training provider. We are hoping to recruit Trainee Teachers across the North West in the Primary, Secondary and Special sectors. There will be opportunities to visit schools, work with Universities, Trusts and educational experts to support the design and delivery of an outstanding teacher training programme.

The successful candidate will be required to work 5 days, with a usual start time of 8:30 am, finishing at 4:30 pm Monday to Thursday and 4:00 pm on Friday. A degree of flexibility would be advantageous as occasionally the business requires an earlier start time or later finish time, to meet need.

We would ask that applicants possess excellent written and oral skills demonstrating a good standard of English throughout the application process. The successful candidate will undertake a variety of administrative tasks, and experience of promoting services on social media would be desirable.

The role requires an ability to liaise with partnership schools and strengthen relationships, requiring a confident verbal communicator.

As the role is varied, the ability to juggle multiple deadlines whilst ensuring excellent attention to detail is required.

The successful candidate will be required to undertake further training, such as Safer Recruitment.

| Role Title | Typically reports to |
|---|------------------------------|
| Sea View Trust (Embrace) Administrator 4 (SCITT Coordinator) Blackpool Grade E | Line Manager - Head of SCITT |
| Information sources | Date of profile |
| Agreed by School Working Party Job Evaluation Panel | 150711 (reviewed 01.04.2021) |
| Purpose of the role (job statement) | |
| To manage the administrative and/or finance function within the organisation, including staff and systems. | |
| Responsibilities | |
| <p>Key duties:</p> <ol style="list-style-type: none"> 1. Plan, develop, adapts, organise and monitor support systems, procedures and policies; 2. Manage / supervise administrative staff; 3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others; 4. Liaise with other staff, pupils, parents/carers and external agencies; 5. Develop and maintain confidential record and information systems; 6. Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information; 7. Responsible for completion and submission of forms, returns etc., including those to outside agencies; 8. Maintain confidentiality and adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Produce, and respond to, correspondence; 2. Assist in the management and monitoring of the organisation's financial processes and budgets; 3. Contribute to the service contracts, school licences and insurance; 4. Assist with the marketing and promotion of the organisation; 5. Manage lettings and the use of premises and associated income; 6. Responsible for ensuring the selection, ordering and storage of supplies within a budget. | |
| Indicative knowledge, skills and experience | |
| <ul style="list-style-type: none"> • Knowledge and experience of developing and managing relevant administrative/finance systems and specialist ICT packages; • National qualifications Level 4, HND, A Levels or relevant extensive experience; • Good interpersonal/communication skills; • Relevant managerial experience. | |

Terms & Conditions

PRE-EMPLOYMENT CHECKS

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All posts are also subject to successful completion of a 6-month probation period.

WORKING TIME

- This is a term time, plus 2 weeks, post.

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle, following the guidelines established for support staff.
- Bonus payments are not included in the pay policy and are not awarded by the Trust.

STAFF BENEFITS

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive salaries

Competitive salaries are offered for both teaching and non-class based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer, this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Hybrid Working

At The Sea View Trust, we are committed to creating a flexible and adaptable work culture that values our employees' work-life balance. As such, we are open to hybrid working arrangements on occasion, combining remote work with office work. This approach offers numerous benefits, including increased productivity, reduced commuting time, and lower stress levels. By embracing a hybrid work model, we hope to promote a healthy work-life balance for our employees, allow them to manage their time more efficiently, and create a more collaborative and supportive work environment.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. There is a statutory closure period for all staff over the Christmas and New Year period.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g. physio assessment, counselling services). All staff have access to the Employee Assistance Scheme (EAP).

The Trust and each of its settings have signed up to the DfE Education Staff Wellbeing Charter which means that we will:

- Prioritise staff mental health
- Give staff the support they need to take responsibility for their own and others' wellbeing

- Give managers access to the tools and resources they need to support the wellbeing of those they line manage
- Establish a clear communications policy
- Give staff a voice in decision-making
- Drive down unnecessary workload
- Champion and enable flexible working
- Create a good behaviour culture
- Support staff to progress their careers
- Protect leader wellbeing and mental health
- Hold ourselves accountable, including by measuring staff wellbeing

Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.

Application Procedure

Further Information

For a discussion about the vacancy please contact:

James Findlay-Pidcock (Head of Embrace SCITT)

Telephone: 01706 214640, Option 4

Email: j.findlay-pidcock@embrace-education.co.uk

Application Form

Please complete the Trust's application form, available from the Trust website:

<http://theseaviewtrust.co.uk/vacancies>

Completed application forms, with a covering letter of application, are returnable to:

Post: Karen Abraham,
Tor View School
Clod Lane
Haslingden
BB4 8HQ

Email: recruitment@theviewtrust.org

Application Deadlines

| | |
|---------------|--|
| Closing date: | 9:00 am Tuesday 12 th March 2024 |
| Shortlisting: | Tuesday 12 th March 2024 |
| Interviews: | Friday 15 th March 2024 |
| Held at: | The Sea View Trust, Ewood Campus, Clod Lane, Rossendale, Lancashire BB4 6LR |

Prospective candidates are advised that they will be contacted with details of the interview process as soon as possible after the shortlisting process.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The settings within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All staff will be required to hold an enhanced DBS Disclosure. *To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.*

Equal Opportunities

At our Trust we believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.