

Primary Schools ITT Programme Manager

Support and co-organise a School Direct programme in partnership with Wolfson Hillel School.

The role will include the following core tasks;

- Conducting interviews at Wolfson Hillel for prospective trainees
- Plan centre-based sessions for School Direct participants, teaching sessions as required.
- Amend and update documentation, partnership agreements, course handbooks etc.
- Liaise with, and monitor, subject tutors regarding session dates, content and materials.
- Recruit subject tutors if required on an annual basis.
- Set up and do some of the observations for 6 lesson observations a year for trainees.
- Meet annually with the DAQ regarding the SD programme, looking at areas of strength and areas of development, and prepare a written response to the report.
- Ensure registers and feedback forms are completed and filed away.
- Liaise with the wider LSJS team with the marketing of the course(s).

This role is for 1 day a week (core day Wednesday)