

## Job Description

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**Job title:** Course Programme Leader (Secondary)

**Reports to:** Deputy Director of The Leigh Institute/Head of KMT

**Location:** Kent and Medway Training (East Kent focus)

### Overview

Support the leadership of the secondary programmes provided by KMT, ensuring the organisation meets its aims and objectives.

### Programme Delivery

- Take operational responsibility for the delivery of the secondary programmes across a group of associate teachers (usually 40 - 60 associate teachers)

### Across this group of associate teachers

- Participate in the leadership and delivery of Induction (n.b. this will include 3 agreed dates in August)
- Manage partnerships with secondary schools, predominantly in East Kent, liaising with professional tutors and mentors
- Deliver the professional studies curriculum in line with agreed budget and approved curriculum plans
- Support the assessment and moderation of outcomes
- Ensure retention and promote positive wellbeing, working with the Deputy Director of the Leigh Institute to provide world-class associate teacher support
- Support the implementation of the Intensive Training and Practice elements of the 2024 curriculum

### Subject Leadership

- Line manage a secondary faculty lead(s)
- Delivery of subject studies as/if required in your subject specialism
- Oversee the work of the secondary hub mentor(s)

## Recruitment

- Participate in the recruitment, selection and interview process, supporting KMT to meet its recruitment targets

## Contribution to KMT's success

- Work with the Head and Deputy Head of KMT to oversee the following KMT-wider priority:
  - Mentoring (School-based), (Mentor Leadership team)
- Contribute to the organisations' success with external stakeholders including ofsted
- Participate in quality assurance and moderation activities

## In addition

This post holder will contribute to the wider work of The Leigh Institute, supporting the organisation to meet its strategic goals

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

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- Management experience within the organisation
- Passion for raising achievement, professional development and solid understanding of what constitutes an outstanding training provider
- Experience of ITE, the CCF, and the requirements of the 2024 curriculum
- Understanding of the new Quality Requirements for ITT mentoring
- Abundant enthusiasm and energy
- Ability to think reflectively and adapt well to change
- Resilience and the ability to remain calm and consistent under pressure
- Excellent interpersonal and communication skills
- Passion for continuous personal and social improvement by self and others
- Professional integrity and respect for the opinions and circumstances of others
- Personal impact and presence with all stakeholders
- The ability to develop and maintain partnerships with internal and external providers
- Reliability and ability to meet deadlines
- Effective organisational skills
- Excellent ICT skills