

## **JOB DESCRIPTION**

Job Title:	ITT Lead for English (PGCE Tutor)
Grade:	MPS/UPS plus TLR2B
Hours:	Full time
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Director of Teaching School Hub
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/Carers/Governors, External Stakeholders

### **Job Purpose:**

- Undertaking the role of Subject Pedagogy Lead in their own subject area
- Overseeing and monitoring the work of SPLs in additional subject area(s)
- The assessment and moderation of PGCE assignments in associated subjects
- The organisation of the recruitment process
- Actively promoting the SCITT programme and attending open evenings and recruitment events to assist with effective recruitment.

### **Key Responsibilities**

- The design and delivery of the Subject Pedagogy and Assessment Sessions.
- Tracking and monitoring the subject knowledge development of Associate Teachers through the subject knowledge audit.
- Leading on the subject based ITE training of all Learning Coaches contributing to their subject route.
- Liaising with schools to determine appropriate placements
- Quality assuring the Learning Coaches in each placement school and intervening where necessary
- Ensuring that the timetables of Associate Teachers enable them to achieve the key aims of the placement
- Monitoring and quality assuring the Associate Teacher evidence and weekly performance reviews uploaded onto the online platform
- Communication with Learning Coaches in the first week of a Teaching Experience to check for any problems and to arrange an appointment for a visit
- Visiting Associate Teachers during each stage of the Teaching Experiences to observe lessons and discuss progress with the Associate Teachers, with specific reference to the Teachers'

Standards. During one of the visits the observation will be carried out with the Learning Coach for moderation purposes

- Conducting Professional Reviews at the end of each Teaching Experience to assess Associate Teachers' Progress in relation to the teacher standards
- Communication with ITE Course Leader if any Associate Teachers are at risk of failure and implement an intervention strategy to help the Associate Teacher make the necessary progress
- Supporting the assignment writing process of the PGCE assignments and first marking assignments
- To make a recommendation to the ITE Course Leader as to whether Teachers' Standards at ITE level have passed or failed for all Associate Teachers following their subject route
- Actively promoting the SCITT programme

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.

- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## Person Specification: ITT Lead for English

Method of Assessment: AF – Application form

I – Interview

CRITERIA		M.O.A.
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Successful experience as a teacher in secondary education</li> </ul>	A/certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A strong understanding of national developments and research in teachers' professional learning and development</li> <li>• Experience in professional development design, delivery and evaluation</li> <li>• Significant experience building strong partnerships and working across multiple networks of key stakeholders</li> </ul>	AF/I
<b>ABILITY &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• An effective communications style and interpersonal skills</li> <li>• Effective working as a team member</li> <li>• Ability to reflect on own skills and knowledge, and to seek opportunities to develop</li> </ul>	AF/I
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>• Willingness to share expertise, skills, and knowledge</li> </ul>	AF/I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>• Positive Disclosure relating to young people or vulnerable adults</li> </ul>	AF/I