

<b>Post Title:</b>	<b>ITT COURSE TUTOR</b>
<b>Salary Scale:</b>	<b>Lead Practitioner (range of 5-9) School Teachers' Pay and Conditions</b>
<b>Terms:</b>	Fixed term or permanent (to be discussed). Secondment to Mid Essex ITT for part of the working week. Standard Terms of Employment of the Lead School apply.
<b>Reporting to:</b>	Director Headteachers' Committee, as required

The Mid Essex ITT Course Tutor is an appointment of the Headteachers' Committee of the Mid Essex Consortium, who will be responsible to the Director for planning, co-ordinating and delivering a high-quality programme of initial teacher training at post-graduate level across all the Mid Essex ITT Consortium Schools.

In this, (s)he will be supported and line managed by the Director and assisted by the Administrator(s).

#### **Training Programme**

- Co-ordination of the Pre-Course Induction Programme.
- Co-ordination of the General Professional Studies (GPS) Programme on a Thursday
- Teaching of some of the elements and arranging the others in both of these important aspects of the annual programme (i.e. the Induction Programme and the GPS Programme throughout the year).
- Monitoring of teacher trainee timetables and progress towards meeting the standards.
- Arranging for delivery, marking and monitoring of the assessment of the elements in the assessment schedule.
- Oversight of the records kept with regards to the trainees' progress and assessment
- Oversight of centrally maintained records in each school for the A school placement trainees.
- Oversight of records and progress for B school placements.
- Observation of all trainees across the Schools at least twice per year.
- Support and guidance for any trainee having difficulties.
- Overseeing the support plans for trainees who are a Cause for Concern.
- To make decisions in conjunction with the Director and the relevant Lead Subject Mentor and Professional Mentor about trainees who, in spite of support, are failing.
- Co-ordinating any agreed amendments to the trainees' programme.
- To support the Director in making final recommendations to the University of Greenwich for PGCE and to the DfE for QTS
- Close liaison with all Lead Subject Mentors, Subject Mentors and Professional Mentors.

#### **Recruitment**

- To lead in the interview and selection of trainees to the course, as overseen by the Director, organised by the Administrators and supported by the Professional Mentors within Partner Schools.
- To contribute to ITT recruitment events (e.g. the Evening Recruitment Fairs, Open Evenings).

#### **Administration**

- Responsibility for annually reviewing and amending the contents of the Trainees' Handbook.
- Responsibility for annually reviewing and amending the contents of the Mentors' Handbook.
- Maintaining up-to-date course programme working documents.

- Contribute to the planning of the forthcoming year's calendar, specifically to the Induction Course, the GPS programme and the preparation of subject mentors.
- Contribute to all necessary liaisons with Higher Education Institutions, including those relating to programme delivery and validation.
- Support Director in determining the content of the Mid Essex ITT Website and other electronic media.
- To write references for the trainees as required.
- References to future employers should outline any concerns with respect to professional conduct or potential safeguarding issues, even if in one placement only, improvements in another placement can be communicated clearly.

### **Reporting**

- To the Director on a day-to-day basis, keeping them informed of all programme and trainee issues.
- To the Headteachers' Committee, as and when it requires
- To Central Government, through the Director, on issues related to the programme and its quality.
- To Ofsted and other appropriate external agencies.
- To trainees, on issues raised in their evaluations.

### **Quality Assurance**

- Attend and inform the Quality Assurance Committee
- To support Director in collecting and analysing information on the programme in order to contribute to an ITT improvement plan.
- To follow a programme of paired/joint observations with support from the Director
- Support Director in monitoring and evaluating subject studies sessions and programme