



Job Outline

Training and Assessment Tutor

Responsible to: Programme Director
Salary Grade: Main/Upper Pay Scale
Full time/Part time: PART time, 1.5 days a week, flexible

Job Purpose

To work in partnership with NETT staff and trainees to support trainee learning and progression on the course.

Key Responsibilities

- To manage a specific group of trainees and their programmes to support successful completion of their studies.
- Work with trainees on a one-one basis to monitor their progress through regular reviews.
- Work closely with Programme Leaders to review SMART targets with individual trainees.
- Support trainees to achieve high levels of retention, progress, achievement and progression.
- Monitor that trainees are submitting assessments in accordance with their assessment deadlines and follow up on trainees that have outstanding submissions.
- Work closely with the Programme Leaders to ensure trainee attendance is consistently monitored.
- Work closely with the Well-Being Lead to pass on any pastoral, welfare and safeguarding concerns.
- To write and ensure the maintenance and implementation of the Individual Development Plan.
- To support retention and achievement through directing to student support services when required and communicate relevant information to appropriate staff.
- To carry out the assessment of trainees to inform planning and progression.
- To provide timely, relevant and accurate updates to Programme Leaders in relation to student progress.
- Understand the Teachers' Standards and training programme (PGCE) expectations.
- Regularly check the Trainees' progress and evidence.
- Observe lessons and give constructive feedback, setting targets for further development.
- Provide a consistent approach.
- To deliver training in your specialist area as and when required as part of the training programme.
- Attend NETT training and staff meetings when required.
- Writing references for trainees.
- Marking assignments and tasks.
- Adhere to NETT policies (e.g. Appeals Policy; Equality Policy; Health and Safety; Safeguarding) (as appropriate).
- Liaise with Programme Leaders and Programme Director of NETT and Trainee Mentors on the progress of Trainees.
- Continue personal professional development to secure up to date best practices.
- Liaise with the Subject staff and Mentors to ensure consistency and balance in the experiences and tutorial support offered to the trainees.



- Liaise with the Programme Leaders, Programme Director and External Examiner during their visits, where required.
- Attend the PGCE Meeting of the Interim and Final Assessment Boards.
- Any other duties, of a similar level of responsibility, as may be required

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Programme Director and will be reviewed annually.