

Post:	Mid Essex ITT Course Tutor
Contract:	Part-time 0.4 - 0.7 <i>The part-time role must include working every Thursday at Notley High School and Braintree Sixth Form. The other days may require some flexibility and will include visits to other schools.</i> <i>For candidates interested in working full-time, there may be the option to include some teaching within Bridge Academy Trust.</i>
Salary Scale:	Lead Practitioner (range of 5-9) School Teachers' Pay and Conditions
Terms:	Secondment to Mid Essex ITT for part of the working week. Standard Terms of employment of Bridge Academy Trust apply.
Reporting to:	Director, Assistant Director Strategic Board of Headteachers, as required

The Mid Essex ITT Course Tutor is an appointment of the Mid Essex ITT partnership, and the successful candidate will be employed by [Bridge Academy Trust](#). The role may also involve working in partnership with the [Saffron Teaching School Hub](#).

The Course Tutor 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 schools. In this, they will be supported and line managed by the Director and Assistant Director and supported by the Administrator.

Curriculum Design and Training Programme	<ul style="list-style-type: none"> • Co-ordination of the pre-course Induction Programme. • Co-ordination of the Core Training Programme on a Thursday • Delivery of training sessions, as required • Co-ordination of the Intensive Training and Practice weeks, with the ITaP Lead as appropriate • To contribute to the curriculum design, innovation as required • To plan and organise opportunities for Key Stage 5 experience • To create a bespoke programme for salaried trainees • To create a bespoke programme for the part-time trainees
Trainee Monitoring and Assessment	<ul style="list-style-type: none"> • Oversight of the records kept with regards to the trainees' progress and assessment on Mosaic, including: <ul style="list-style-type: none"> • Reviewing their Weekly Reflection and Mentoring (WRaM) form • Ensuring trainees have received their entitlement of mentoring • Reviewing the lesson observations which have been completed by their mentor • Monitoring and quality assuring of trainees' school-based tasks. • Monitoring and assessing trainees' stage-based tasks. • Monitoring of trainee timetables and teaching loads • Observation of all trainees across the schools at least twice per year • Tracking, assessing and supporting trainees' attainment and progress towards meeting the Mid Essex ITT Assessment Indicators, aligned to the Mid Essex ITT curriculum. • Marking two assignments (September and June). • Reviewing the trainees' termly Internal Monitoring Points (IMPs)

	<ul style="list-style-type: none"> • Completion of termly Professional Dialogues with the trainees • To support the Director in making final recommendations of Qualified Teacher Status to the DfE, against the Teachers' Standards.
Supporting Trainees	<ul style="list-style-type: none"> • Support and guidance for any trainee having difficulties, including wellbeing support. • Overseeing the individual support plans for trainees who are a Cause for Concern. • Completing additional observations of trainees on a Cause for Concern/Individual Support Plan • To make decisions in conjunction with the Director and the relevant Lead Subject Tutor and Professional Tutor about trainees who are failing to meet course expectations. • To monitor attendance of trainees and intervene where required. • Co-ordinating any agreed amendments or reasonable adjustments to the trainees' programme.
Working with Schools	<ul style="list-style-type: none"> • Close and regular communication with Lead Subject Tutors, Subject Mentors and Professional Tutors. • Communicating with other staff from partnership schools, as required. • To plan and facilitate the second school (B) placement process and organise a smooth handover between placements. • To ensure that safeguarding training is delivered to all trainees in their schools.
Supporting Mentors	<ul style="list-style-type: none"> • Supporting Subject Mentors in carrying out their role effectively and to ensure that they are engaging with the Mid Essex ITT processes. • Designing a mentor development programme offering a minimum of 20 hours of training each year. • Delivering some of the mentor training alongside the rest of the Mid Essex ITT Leadership Team.
Recruitment	<ul style="list-style-type: none"> • 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 Tutors within Partner Schools. • To review applications ahead of the interview process • To contribute to ITT recruitment events (e.g. the Evening Recruitment Fairs, Open Evenings).
Administration	<ul style="list-style-type: none"> • Liaising with and directing the work of the Administrators. • To contribute towards the weekly Notices for both trainees and mentors. • Responsibility for annually reviewing and amending the contents of the Handbook. • Review and maintain the programme paperwork and maintain working documents. • Contribute to the annual review of policies and procedures. • Contribute to the planning of the forthcoming year's calendar, specifically to the Induction Course, Core Training programme and the preparation of subject mentors. • Support Director in determining the content of the Mid Essex ITT Website and other electronic media. • To write references for the trainees as required. • Reviewing and writing any other programme documentation as required.
Meetings	<ul style="list-style-type: none"> • Participation in regular Link meetings with the rest of the Mid Essex ITT Leadership Team • Attendance at the Professional Tutor meetings (four per year) • Attendance at the Final Assessment Board (FAB) at the end of the course.

Reporting	<ul style="list-style-type: none"> • To the Director on a regular basis, keeping them informed of all programme and trainee issues. • To the Strategic Board, consisting of Headteachers from the partnership schools, as and when it requires. • To the Saffron Teaching School Hub, as required • To the DfE, 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 and meetings
Quality Assurance and Compliance	<ul style="list-style-type: none"> • To quality assure Core Training sessions delivered by external speakers. • To quality assurance Subject Expert Training sessions, delivered by Lead Subject Tutors, once per year. • To quality assure school placements, including new schools and any that have been identified by Ofsted as being in a category of concern • Attend and inform the Quality Assurance Committee meetings (four per year) • 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/Assistant Director. • To create and devise evaluations throughout the training year and to make amendments as required. • Support Director in monitoring and evaluating the quality of monitoring and provision. • Support the Director in ensuring that trainees meet all the DfE’s ITT compliance criteria
External Inspection, Moderation and Reviews	<ul style="list-style-type: none"> • To engage with reviews by the Saffron Teaching School Hub, as required • To be a part of the annual external moderation process as required. • To be part of the Ofsted inspection process, as required.
Other	<ul style="list-style-type: none"> • To keep in regular contact with the Mid Essex ITT Early Career Teachers and offer additional support as required • To support with the organisation of the annual awards evening • To attend the annual awards evening
Values	<ul style="list-style-type: none"> • To uphold the Core Values of Mid Essex ITT – to be committed, optimistic, research-engaged and effective • A commitment to stay up to date with all ITT developments • A commitment to participate in staff development and appraisal • A sharing of Mid Essex ITT’s commitment to safer recruitment and completion of safer recruitment training at least once every two years • A sharing of Mid Essex ITT’s commitment to diversity, equality and inclusion • A sharing of Mid Essex ITT’s commitment to promoting staff wellbeing and reducing unnecessary workload

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This role description is current at the date shown, but, in consultation, may be changed by the Mid Essex ITT Strategic Board and/ or Director to reflect or anticipate changes in the role commensurate with the job title and attached remuneration.

September 2024

Qualifications	Essential	Desirable
Qualified Teacher Status	✓	
PGCE		✓
Masters		✓
NPQ in Leading Teacher Development or equivalent		✓
A qualification in Instructional Coaching		✓
Experience	Essential	Desirable
A minimum of five years teaching experience	✓	
Experience of mentoring trainee teachers	✓	
Experience of instructional coaching		✓
Knowledge and Skills	Essential	Desirable
A good working knowledge of teacher training, including recent developments in ITT (e.g. Intensive Training and Practice)	✓	
Experience of curriculum and/or assessment design and/or implementation		✓
Experience of training adults		✓
Experience of line management of staff		✓
Experience in liaising with multiple stakeholders e.g. mentors, trainees, senior leaders		✓
Experience of adhering to statutory guidance and implementation of new policies and practices		✓
Research engaged	✓	
High levels of presentation skills	✓	
Excellent written and verbal communication skills	✓	
Personal characteristics	Essential	Desirable
High regard for the Mid Essex ITT's Core Values – Committed, Optimistic, Research-Engaged and Effective	✓	
A passion to motivate, support, challenge and bring about improvement in others	✓	
Capable of supporting others, including some complex pastoral issues	✓	
Ability to manage a variable workload, to prioritise and manage time effectively to achieve goals	✓	
Ability to work as a close-knit team to problem solve	✓	
Ability for own self-reflection and continuous improvement	✓	
Demonstrable commitment to professional development	✓	
A proactive, positive and flexible approach to work	✓	
Able and willing to follow the role as outlined in the job specification	✓	
A unfailing commitment to the importance of safer recruitment in ITT and safeguarding in our schools	✓	