



JOB DESCRIPTION

DJob Details			
Job Title:	Lead Tutor		
Function:	Teacher Training		
Job Reports To:	Programme Manager		
Location:	Fairfields Primary School, Milton Keynes		
Job Number:			
Family:	Teaching	Level:	M6 – Band: UPS1
Role Purpose			
<p>Contribute to the training of teachers by Milton Keynes Teaching School Alliance and Two Mile Ash Initial Teacher Training Partnership. The core purpose of the organisation and role is to train teachers to meet the Teachers’ Standards and Mentor Standards with a high level of attainment through securing high outcomes for trainee teachers and high satisfaction in training evaluation surveys. The role contributes to the maintenance of high completion and employment rates in Initial Teacher Training. High attainment for trainee teachers is brought about through the design, delivery and evaluation of core and bespoke training and support for trainees, teachers and mentors. Consistent and accurate assessment of trainee teachers is critical across the partnership and the Lead tutor contributes to this quality assurance. Some Assessments may take place around the UK and in International Schools across the world, so some international travel is required. Lead tutors also contribute and manage recruitment events for all routes into teaching throughout the academic year.</p>			
Role Details			
1. This job MANAGES EMPLOYEES	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
2. This job requires DBS CLEARANCE	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
3. This job involves TRAVEL TO MULTIPLE SITES	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Key Accountabilities
<ul style="list-style-type: none"> • Build relationships with all members of the Two Mile Ash ITT Partnership which sustain the strength of community and promote the shared vision of excellence. • Know how individual student teachers within the cohort are progressing towards the Standards for QTS and ensure equal opportunities to training to enable them all to achieve their potential. • Report progress of cohort to Programme Manager and Head of ITT, immediately highlighting and addressing any concerns. • Working closely with the Programme Manager, design and deliver core training sessions as necessary; in order to equip student teachers with the knowledge, understanding and skills to become an excellent teacher.



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- Alongside the Programme Manager, monitor the quality of student teachers' Individual Training Plans, provide feedback that promotes continued professional development and gather evidence of the quality of training across the Partnership.
- Respond to requests for support from student teachers; supporting class teachers and School-Based Trainers, assessing the Cause for Concern, identifying professional development needs and prioritising resources for deployment to promote student teacher progress.
- Working closely with trainees and mentors who fall outside of the main cohort to develop bespoke training programmes based on needs analysis.

Job Skills, Experience and Qualifications

- positive outlook and confident can-do attitude.
- resilience; with the determination to overcome challenges.
- sensitive, clear communication that is appropriate to context and situation, including the promotion of the MKTSA brand
- accurately gauge complex situations and deal with them to achieve successful outcomes
- team-player; understanding of the demands on your colleagues, challenging and supporting them as necessary to achieve the team's goals.
- see the bigger picture of MKTSA and IFTL vision, whilst immersed in the detail of day-to-day operations.
- sharp Literacy and Numeracy skills and confidence in managing budgets, as well as writing text for a variety of purposes, which is grammatically accurate.
- highly organised, with an eye for detail, and an ability to manage several different priorities simultaneously; prioritising workload on an ongoing basis.
- anticipating organisational needs of your team and will be proactive in ensuring these needs are met.
- understanding of the local education community and a willingness to engage with them
- astute, reflective professional, dedicated to developing your own knowledge and understanding of the Alliance and its remit.
- know the value of the Alliance; and will be able to communicate this exceptionally well in a variety of ways including face to face, via email and through other communication channels.

Job Description Briefing

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This 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.
- Is not necessarily a comprehensive definition of the post.
- Will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- May be varied to meet the changing demands of MKTSA and the Trust at the reasonable discretion of the Head of System Leadership or Chief Executive Officer.
- Forms part of the contract of employment.
- Describes the way the post holder is expected and required to perform and complete the particular duties as set out.

Date Job Description issued to, discussed with and understood by Post Holder

Name of Post Holder: Signature:
(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate Manager: Signature:.....
(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Amended by: Sarah Hand

Dated: 18/09/2018

Version: 1