

# SCITTELS

## **Initial Teacher Training (ITT) Professional Tutor**

### **Job description**

#### **Professional Duties:**

The ITT Tutor will work under the direction of the ITT Strategic Manager.

This will involve:

- Action planning , monitoring and evaluation
- Assessing trainees' attainment and progress against the standards for QTS (including observation of their teaching and marking of school based tasks)
- Tracking and supporting trainee teachers' progress
- Liaising with and directing the work of admin staff
- Communicating with and visiting partnership schools
- Supporting colleagues (e.g. professional and school-based tutors) in carrying out their role
- Reviewing and writing programme documentation
- Ensuring that the specific area of provision is appropriately resourced
- Delivering centre based training sessions
- Marking assignments (if suitably qualified)
- Marketing, recruitment and selection of prospective trainees
- Participating in appropriate staff development and appraisal

They will also undertake any professional duties reasonably delegated to him/her by the ITT Strategic Lead.

### **Person Specification**

#### **Qualifications and Training**

1. Qualified Teacher Status (Essential)
2. Masters level qualification (Desirable)

#### **Successful Experience**

1. At least 2 years of recent, significant teaching experience (Essential)
2. Motivating, supporting, challenging and developing staff to bring about improvement (Essential)
3. Working in partnership with other schools and/or agencies (Desirable)
4. Training adults (Desirable)

#### **Key skills and Attributes**

1. To communicate effectively using a wide range of methods including ICT, to a variety of audiences (Essential)
2. To prioritise and manage time effectively to achieve goals (Essential)

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3. To demonstrate the ability to investigate, make decisions and take action based on relevant data and information (Essential)
4. To adhere meticulously to legislation, requirements and procedures (Essential)
5. To use effective strategies to support colleagues in carrying out their role (Essential)

## Knowledge and Understanding

- a. Effective teaching and learning (Essential)
- b. How target setting and review leads to raising attainment (Essential)
- c. The use of IT in effective administration and management (Essential)
- d. The nature and needs of pupils, trainees and communities in inner city and multi-ethnic areas such as Newham (Essential)
- e. The National Curriculum and Statutory Framework for the Early Years Foundation Stage (Desirable)
- f. The Teachers' Standards and ITT Criteria (Desirable)

## Possible Leadership Areas:

- Recruitment and Selection
- Module Leader
- Continued Professional Development Lead for Mentors and Professional Tutors