



Reports To: Principal/Senior Assistant Principal

Why	Job Summary <ul style="list-style-type: none">The role of Professional Tutor is a statutory one; it is a requirement for any school in which there are trainees or teachers in the Early Career Stage. The Professional Tutor has a duty to provide day-to-day monitoring and support, and coordination of assessment for trainees.	
What	Main Responsibilities <ul style="list-style-type: none">Liaison with respective ITT providersLiaison with Trust Trainee representativesLA NQT InductionCompletion of LA Induction reports and Assessment pointsOverseeing mentor provision, training and quality within schoolAppointment and Management of mentors regarding respective provider requirementsObservation and supervision of trainees on a daily and weekly basisDesign, implementation and monitoring of training programme for ITT and ECTDesign, implementation and monitoring of training programme for Mentors of aforesaidAuthorised signatory for all ITT and NQT assessment pointsCuration of online portfolios and documentationMonitoring and evaluation of trainee development, including mentor supportIntervention and enhanced support administration for trainees where need identifiedArrangement of interviews and tasks for prospective Schools Direct candidatesAny other duties deemed relevant to the level of the role	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Supports others to apply the Trust's ethos.
		Undertake the role of a tutor or shadow an experienced tutor. Participate in tutor trips and extra-curricular activities.
		Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
		Motivates others to take responsibility for their own Health & Safety.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Encourage individual and collective responsibility.
		Disciplined, tenacious and pragmatic.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Undertake appropriate professional development to secure progress in your career.
		Embedding practice ensures highly effective professional contribution across the academy.
		Give and receive effective feedback and act to improve personal performance.
	Knowledge and Understanding <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Consults widely and may provide direction to achieve results.
		Encourages openness and honesty but does not apportion blame.
		Fosters positive and productive relationships across the team in order to deliver.
	Teaching and Learning <i>Ensure the best possible outcomes for all pupils.</i>	Shares good practice among colleagues.
		Secure knowledge and understanding of the subject and relevant curriculum area to address misunderstandings and stretch more able learners.
		Identifies adapts and delivers support to pupils of varying abilities, applying specialist knowledge as needed.
		Uses own initiative, adopting strategies to support engagement and attainment.

Context	Working with Others <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Encourages learning for both those with special needs and those working at a high level. Actively involved in extracurricular activities.	
		Develops strategies to ensure the highest standards of behaviour. Uses praise, sanctions and rewards fairly and consistently.	
		Monitors, records and reports pupil progress in liaison with the Class Teacher.	
		Promotes and creates the environment for pupils to learn and enhance their intellectual curiosity. Creates the environment for pupils to learn and build upon.	
		Works with teachers to suggest, prepare and manage resources. Creates lessons and that are stimulating and are delivered in a safe environment.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	They must hold QTS and have the necessary skills and knowledge to work successfully in this role and should be able to provide effective coaching and mentoring.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.