

## Job Description

<b>Job Title:</b>	Science Subject Course Tutor
<b>Multi Academy Trust:</b>	Ted Wragg Multi Academy Trust
<b>School:</b>	South West Teacher Training
<b>Responsible To:</b>	SCITT Lead
<b>Salary Grade:</b>	£3000 per annum plus £1200 per trainee

### 1. Key Purpose of Job

To lead the Science Subject Professional Studies programme and oversee the progress of the Science trainees

### 2. List Key Duties and accountabilities of the post

#### General -

To contribute to the following annual processes:

- course evaluation and reviews
- self-improvement plan

How: three 2-hour team meetings and one written evaluation of Subject Course (following the SEF format provided.)

To participate in the SWTT SCITT Trainee interview process through:

- reading application form
- (observing applicant teach)
- being part of interview panel
- marking a subject specific test
- making a judgement on calibre of applicant for place on SWTT SCITT programme.

To liaise and network with each partnership school where subject trainees are placed.

To yearly provide up to date subject information for the SWTT SCITT website.

**Teaching** - To provide annually, an updated Programme of Study for SPS sessions (made available for trainees on the SWTT Google Drive Subject Area).

To plan, prepare and resource\* an effective Subject Professional Studies (SPS) Programme.

To make all the above available to SWTT on the Google Drive Subject Area in case of absence.

*\*take in to account any special requirement of individual trainees.*

To deliver 'face to face' SPS sessions as specified in the SWTT calendar. (Three hours per session as calendared.)

To work with trainees, sharing professional expertise, experience and analysing classroom research evidence.

To make all the above available to SWTT Portal Subject Area.

*\*take in to account any special requirement of individual trainees.*

**Recruitment** - To support the recruitment and selection of trainee teachers through contributing to open days and other recruitment activity.

Including: 1 induction day for trainees.

To contribute to new cohort newsletter three times between February and August.

### 3. Supervision / Line Management Responsibilities of the post

**Trainee Monitoring** - To visit trainees in both placement schools, observe teaching and carry out a dialogued-based feedback session.

A minimum of 4 visits a year/per trainee, more, if deemed necessary by SWTT SCITT Lead.

To mentor all trainees within subject cohort, including personalisation to ensure progress is made throughout the duration of the course:

To read trainee reflections and uploads weekly via the E-Portfolio on the Google Drive.

To write:

- a summary paragraph on the termly profile regarding trainee progress in Autumn and Spring term.
- an end of year profile on each trainee for trainees' NQT school in Summer Term CEDP.

To maintain a visit log of contact and support for each trainee within own subject.

To meet with each trainee individually to discuss progress and next steps during a visit at end of each term: link to the Profile.

To supporting the preparation of career entry and development profile, for NQT induction.

To support trainee conversion to employment.

To ensure all relevant Health and Safety training is provided: updating through professional associations.

**Quality Assurance** - To moderate trainees' progress against the teaching standards and the SWTT Curriculum.

To aim for consistency of delivery across SPS (\*discussion with other SCT's)

Throughout the ITT Year contribute to the assessment of the trainees' progress towards the standards for PGCE and QTS through observing teaching and reviewing school-based evidence.

To be Ofsted ready: in line with SWTT criteria, through completion of SCT actions.

### 4. Working Environment & Conditions of the post

All duties will take place at West Exe School, or as part of visits to our partnership schools.

## 5. Other Duties

**CPD** - To attend and contribute to the induction event for trainees in July.

To support subject mentors as requested.

To keep abreast of current educational legislation and curricular changes and ensure inclusion within SPS sessions.

To be actively involved in self-professional development.

## 6. Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at West Exe School but the post holder may be required to move their base to any other location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

## Person Specification

	Essential / Desirable	Evidence
<b>Qualifications and Experience:</b>		
Qualified Teacher Status	E	A, C, I, R
PGCE	E	A, C, I, R
Masters Level Qualification	D	A, C, I, R
Recent or current teaching experience	E	A, I, R
Recent or current leadership experience	D	A, I, R
<b>Behaviours</b>		
Ability to lead training sessions.	E	A, I
Ability to design a programme of study in Science education	E	A, I
To be an engaging and resourceful Ambassador when representing the SCITT.	E	A, I
Experience of recruitment	D	A, I
Experience of mentoring and coaching	D	A, I
<b>Other</b>		
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I, R
Effective use of ICT packages e.g. Word, Excel or equivalent.	E	A, I, R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English.	E	A, I, R
This post is subject to an enhanced DBS disclosure	E	A, I, R

**Key to Evidence:**

- A – Application Form & Letter
- C - Certificates
- I - Interview
- R – Reference