

Job Description

Faculty/Directorate	Faculty of Education
School/Department	School of Teacher Education and Professional Development
Team	Secondary/Primary ITE
Job Title	Partnerships Tutor
Grade	7
Hours of Work	17.5 hours per week
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Head of School
Responsible For (Job Title)	N/A

Principal Accountabilities

The post holder is required to lead the quality assurance process across a given cluster of schools.

To work with a given cluster of schools to improve outcomes across all partnership activity and act as a first point of contact for their cluster.

To lead mentor training in advance of each placement across their cluster and to support the development of new mentors.

To undertake complete School Based Tutor visits quality assuring student teacher progression on placement and mentor feedback quality (Primary only).

Key Tasks

Teaching & Learning Support

To plan, deliver and assess all placement preparation taught sessions to student teachers.

To plan and deliver post-placement evaluation sessions for student teachers.

Develop and deliver mentor training packages, as directed by senior academic staff, to meet course frameworks and external frameworks.

Capture mentor feedback and work with Partnership Leadership to review and adapt programme level response content.

Make use of Partnership Quality Assurance processes by working with student teachers to evaluate their experience of placement and to evaluate the accuracy of school based assessments.

Liaise with partnership schools to develop increased capacity for placement and increased quality of placement.

To support schools in developing mentor capacity.

To gather and share best placement related practice across a regional cluster of schools to drive improvements across all schools.

Undertaking quality development processes with schools across a regional cluster.

Undertaking risk assessment of placement support for schools in pre-identified Ofsted categories. Working with student teachers to evaluate their experience of placement and the quality of support they are receiving.

Leading the partnership activity of a regional cluster of schools.

Service Enhancement

Act as a Senior Moderator of placement outcomes carrying out observations of student teachers teaching, providing feedback and assessing their evidence files, confirming assessment outcomes.

Undertake moderation of Quality Development outcomes feeding back key findings to Partnership and Programme Leaders.

Contribute to the development of Divisional and School strategies for enhancing learning and teaching via partnership activity.

Complete School Based Tutor visits quality assuring student teacher progression on placement and mentor feedback quality (Primary only).

Student Support

Provide a first point of contact for school / mentor concerns, referring problems on where they are complex or serious.

Team Working

Provide feedback to colleagues via peer mentoring schemes to support the development of self and others and to ensure the continuous improvement of departmental performance.

Attend Faculty, Department and Programme meetings/boards, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.

Special Features

A flexible approach to working will be required in order to deliver a comprehensive tutoring service, which may involve working as part of an office rota.

The post may require some evening and Saturday work in order to deliver effective events such as recruitment fairs. This will be agreed in advance with the manager and appropriate recompense will be made.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Experience of providing advice and guidance to student teacher whilst on placement.	E
		1.2	Experience of delivering content/learning materials within existing frameworks.	E
		1.3	Experience of teaching in the area of primary and/or secondary education.	E
		1.4	Experience of working within quality assurance frameworks.	E
2	General & Specialist Knowledge	2.1	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes.	E
		2.2	Knowledge and understanding of the current practices in the field of primary and secondary education.	E
		2.3	Knowledge of web based programmes for meetings and engagement with school (e.g. MS Teams, Skype, Zoom)	E
		2.4	Knowledge of University support mechanisms for schools and mentors.	D

3	Education & Training	3.1	A degree or equivalent in a relevant subject area.	E
		3.2	A PGCE or equivalent QTS qualification	E
		3.3	A higher degree/postgraduate qualification or equivalent in a relevant subject area.	D
		3.4	Membership of the Higher Education Academy or similar qualification	D
		3.5	Evidence of continuous professional development.	E
4	Relevant Experience	4.1	Experience of providing pastoral support to students on placement.	D
		4.2	Experience of supporting students on placement.	D
		4.3	Experience of providing advice and guidance to students.	D
		4.4	Experience of delivering content/training materials within existing frameworks.	E
		4.5	Experience of teaching in the area of primary and secondary education/initial teacher training.	E
5	Special Requirements	5.1	A willingness and ability to travel to fulfil the duties of the post.	E
		5.2	Commitment to providing a high standard of customer service.	E
		5.3	Willingness to undertake training to enhance skills and knowledge.	E
		5.4	Evidence of a commitment to Equal Opportunities.	E
Date of Revision		November 2020		