Edge Hill University

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Associate Tutor in the Department of Children Education and Communities – Visiting Tutor Role
EHAT3460-0819

Reporting to: Head of Children, Educaiton & Communities

Accountable to: Pro Vice-Chancellor & Dean of Education

The Post

The Faculty is keen to appoint an outstanding professional with Qualified Teacher Status who is energetic, flexible, creative and willing to take a full involvement in a range of activities and initiatives within the Faculty of Education.

High quality Professional Practice opportunities are central to all our Initial Teacher Education programmes. Over the years our partnership has continued to extend throughout the Northwest, which has increased the need for support and supervision of trainees. We are seeking Visiting Tutors based in the areas of: Blackburn, Bolton and Darwen and Preston.

Our vision

Within the Department of Children, Education and Communities, advocacy for Children is at the heart of our philosophy. We are a learning community which Champions social justice for children in the middle years through value-driven, research informed provision to promote excellence in the children's workforce We value: -

- embracing the challenge of lifelong learning for all;

- engaging with learning as an experience which transforms us as individuals, learners and professionals;

- resilience, collaboration and independent intellectual curiosity;

- Valuing and engaging with all our diverse communities;

- generating knowledge as a catalyst for change;

- an inclusive approach which challenges bias and celebrates individuals' culture and identity;

- upholding children's rights and listening to their voice;

- developing flexible and aspirational individual career narratives.

The Visiting Tutor Role
There are three main aspects of this role:

1. **Working with the trainee**
The Visiting Tutor monitors, tracks and supports the trainee with all aspects of their professional practice whilst the trainee is setting based. The Visiting Tutor oversees the moderation of the trainee's grades, and ensures all the needs are met to enable the trainee to make progress within the phase.

2. **Working with the school**
The Visiting Tutor will ensure that all (school based) Mentors are fully trained and supported and therefore able to provide outstanding support and training for the trainee.

3. **Liaison**
The Visiting Tutor will act as a liaison between the school and Edge Hill University, and will be responsible for the clear and effective two way communication regarding the trainee's training needs.

This is a personalised role for each trainee and school dependent upon the trainee's prior experiences, achievement and training needs.

Duties and Responsibilities

The post-holder will be expected to carry out the following as and when required.

Corporate Responsibilities

The post holder will:

a)   Participate in Edge Hill University's decision-making process;
b)   Contribute to and serve as appropriate on internal committees, working and advisory groups;
c)   Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill Policy;
d)   Encourage and promote the generation of income including the provision of research and consultancy;
e)   Promote and implement the University's equal opportunities policies.

Specific Duties and Responsibilities

The post holder will be expected as and when required to engage in the following activities:

Trainee Progress

1) To monitor progress closely to ensure the necessary support or challenge is put in place as required for each trainee on an individual basis. This will involve liaison with a range of colleagues across the Department for Children, Education and Communities.

2) To prepare each trainee for Professional Practice, ensuring that they are clear about expectations and are familiar with the Professional Practice handbook.

3) To support each trainee in target setting in an ongoing formative way, monitoring and tracking achievement of these, monitoring Professional Practice files and completion of Subject Knowledge resource(s).

4) Ensure trainee(s) have a timetable which demonstrates progress towards the effective completion of the Professional Practice requirements as outlined in the Professional Practice handbook.

5) Support trainee(s) and Mentor(s) through a triangulation meeting regarding grading and moderation at Interim and End of Professional Practice assessment points.

6) To support trainee(s) with time management particularly in relation to workload, lesson planning, assessment records, evaluations, Professional Practice priorities and the CEDP.

Edge Hill University Mentor Training

1) Ensure all Mentors are provided with outstanding training in accordance with the partnership agreement.

2) Track Mentor training to ensure the Mentor has received regularly and effectively training according to their own training needs.

3) Signpost the Mentor to additional training available from Edge Hill University in order to meet the Mentors individual training needs.

4) Ensure Learning Evaluation feedback demonstrates impact on pupil progress.

5) Ensure all feedback is directly linked to the Teachers' Standards and is not overly narrative in content.

6) Monitor the targets set with the trainee are of a high quality yet are achievable.

7) Signpost the Mentor to the End of Professional Practice online evaluation.

Two way Communication and Support

1) At all times during a Professional Practice, the Visiting Tutor will be the effective point of contact for schools/settings and the trainee.

2) Effectively communicate key messages to schools/settings from the DCEC ITT Primary Paternserhsip Lead.

3) Ensure every school/setting has all the relevant Professional Practice documentation.

4) Collate and track through the use of the Partnership Database (or other online systems) the Learning Evaluation grades for all assessment periods.

5) To update the Year Leader /Programme Leader in relation to any identified concerns relating to individual trainee progress and pastoral matters.

6) Report any Mentor training requirements to the Partnership Quality Officer.

7) Reflect critically on every Professional Practice by completing the End of Professional Practice online evaluation.

8) To oversee the collation and quality assurance of all compliance documentation (Interim Report, the End of Professional Practice Report Form, Days in School record) relating to each trainee for submission to the Professional Support Team.

9) To monitor attendance of trainees whilst on Professional Practice.

10) To follow the reporting system for attendance concerns.

11) To develop the trainee's personal resilience and self-awareness.

Staff Development and Training

1) To attend a day of annual staff development/training and updating for the role.

2) To attend regular staff development as required during the academic year.

In addition to the above duties all staff are required to:

a) Maintain and update on an annual basis an up to date electronic version of a CV indicating the range of academic, professional and research and knowledge transfer activities you have engaged in;

b) Cover for staff illness / absence;

c) Make payment and travel claims in the appropriate manner and by the requisite deadlines;

d) Carry out any other duties associated with the area at the discretion of the line manager;

e) Where appropriate, undertake other work within the Faculty, including professional practice supervision, recruitment, support and liaison.

f) Participate in Edge Hill University's Performance Review scheme;

g) Respect confidentiality; confidential information should be kept in confidence and not released to unauthorised persons;

h) Comply with legislation and adhere to Edge Hill's policies and procedures and attend appropriate training as required, including Health and Safety;

i) Manage and enhance own personal performance;

j) Participate in work-related training and staff development.

Salary: Grade 7, Points 27 - 30
£39.49 - £43.13 per hour

Hours: Part-time, flexible hours

It is important to note that the successful applicant will be required to undertake a Criminal Records Bureau enhanced disclosure and that this will form part of the conditions of offer of employment.

Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

Edge Hill University

PERSON SPECIFICATION

Associate Tutor in the Department of Children Education and Communities – Visiting Tutor Role
EHAT3460-0819

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	A good relevant honours degree and QTS	*	
2	Higher qualifications relevant to the post, such as a Postgraduate degree	*	
3	PhD or other research training		*
Experience and Knowledge			
4	Successful teaching experience or other evidence that suggests potential to develop as an effective teacher	*	
5	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*	
6	Effective working as a team member	*	
7	Have a relevant subject specialism	*	

Competencies

Teaching, Learning and Assessment

8	An effective communications style and interpersonal skills	*
9	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*
10	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*
11	Ability to contribute to the assurance of academic quality and standards	*
12	Ability to support the diverse academic and personal needs of individual students	*

Scholarly Activity and Research

13	Ability to engage in innovation, knowledge construction and knowledge dissemination	*
14	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*