



# The South Downs SCITT

## Subject Tutor

### JOB DESCRIPTION

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#### What is the purpose of the job?

- To be a key contributor to the team, whose core purpose is to deliver high quality and supply of teachers for our local community.
- To ensure outstanding outcomes for all trainees by developing their subject and pedagogical knowledge through evidence informed training.
- To provide highly responsive training that prioritises the welfare of trainees whilst they gain Qualified Teacher Status, PGCE and in the early career.
- Ensure that safeguarding practices are implemented and understood.

#### What do you have to achieve?

- Hold the trainees to consistently high expectations and work closely with the senior leaders to ensure training is coherent and highly responsive to the needs of trainees.
- Ensure that trainees are active participants in their learning and achieve outstanding outcomes.
- Be instrumental in quality assurance of the work of the trainee and mentors to ensure that the trainee is making progress towards Qualified Teacher Status.
- Audit the subject knowledge of the trainee at the start of the course and support them to develop their subject and pedagogical knowledge throughout the course.
- Support your trainee when they are seeking employment as an NQT and support them with their targets for induction.
- Communicate effectively with all partners and stakeholders including trainees, mentors, professional tutors, the SCITT team and leaders, University staff.
- Be committed to your own professional development including learning to deliver and mark at Masters Level for the PGCE.

## What are the job particulars?

- DMAT salary £3,000 base payment plus £1,000 for every trainee (up to 4 trainees). Remuneration includes travel and any other associated costs.
- Accountable to the CEO of DMAT and line manager.
- The Executive Headteacher/CEO may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

## Activities – what do you have you have to do?

- Maintain all professional standards for teachers; uphold and implement all SCITT policies (see teacher standards)
- Providing excellent customer service and support for our trainees and schools
- Deliver subject and pedagogy training on the SCITT day
- Liaise with the SCITT Programme Lead about issues with trainees and schools
- Complete Subject Tutor visits to trainee
- Liaise with the trainee before each placement
- Scrutinise the trainee's evidence towards the teaching standards
- Complete the appropriate visit paperwork
- Monitor any additional support given to a trainee
- Support the trainee, subject teacher and Mentor
- Review the final assessment of a trainee by a school
- Mark assignments
- Interview candidates
- Attend meetings such as Programme Board, moderation
- Represent the SCITT at some recruitment events

## Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and resilience		Evidence will be taken from your application, interview and references

<b>Qualifications</b>	Qualified teacher status Appropriate degree	Masters Qualification	Evidence will be taken from your application, interview and references
<b>Experience</b>	Successful teaching experience and previous mentoring experience (minimum 3 years)		Evidence of adding value and student outcomes will be recorded as good or better
<b>Training</b>	Willing to be responsible for your own professional development and to disseminate best practice to colleagues and trainees.	Evidence of further professional development	Evidence will be taken from your application, interview and references
<b>Specialist knowledge</b>	Up to date knowledge in subject area including examination/ curriculum information Current knowledge of teacher training		Evidence will be taken from your application, interview and references
<b>Leadership skills</b>	Ability to demonstrate leadership skills, which secure strong outcomes ensuring all stakeholders are clear about their roles.		Evidence will be taken from your application, interview and references
<b>Skills and qualities</b>	Proven willingness and capacity for hard work. A personality to merit the respect of colleagues. A good communicator being able to build successful relationships with all groups. Highly competent in the use of ICT. Highly motivated, clear thinking and principled. Committed to equality of opportunity.		Interview References