

Job Description of the Professional Tutor

The Professional Tutor will have a funded time allocation of approx. 0.2 FTE (290 hours/39 days during the year) in order to provide support for the main business of the subject strand. You will work closely with the SCITT Primary Programme Manager:

Fixed Term for 1 Year
£33.18 per hour

Duties:

To work as a mentor for the Cornwall School Centred Initial Teacher Training (SCITT) Primary Programme

Liaising with centre-based trainers, school-based mentors, and partner institutions to plan and review P3-7 trainees progress.

Moderating mentors' assessment of P3-7 trainees in the classroom and against the Teachers' Standards.

Participate in the marking and moderation of P3-7 trainee evidence tasks

Mentoring P3-7 trainees and setting appropriate targets which are closely monitored, where they are identified as "at risk"

Attending Subject Leader meetings, providing specialist EYFS advice and guidance to the Programme Manager and Assistant Programme Manager

How the days might be used across the year

QA Visits x 10 each term (5 days per term) = 15 days

Marking x 3-7 tasks and reviewing planning = 15 days

Autumn Tasks 1 marking 22nd Oct – 10th Nov

Autumn Tasks 2 marking 20th Dec – 9th Jan

Spring Tasks 1 marking 27th Feb – 2nd Feb

Spring Tasks 2 marking 17th April – 1st May

Summer Tasks 1 marking 19th June - 25th June

Summer Tasks 2 marking 8th and 9th July

Arrange and support enhanced placements and nursery visits = 3 days
WB 1st May – all week

Phase specific mentoring and seminars = 3 days

WB 17th Oct (2nd transition week)

WB 27th Feb (week 3 of TP)

WB 12th June (week 3 of TP)

Induction/Awards Board/Meetings = 3 days

Person specification:

The Professional Tutor must be an experienced graduate teacher who is an expert practitioner, with the patience and dedication to pass on skills to another. The post holder must be someone who can adjust their teaching and guidance style to meet the needs of adults. It is essential that they have current experience of teaching 3-7 age range. In addition they should have:

- Recent teaching experience in 3-7 age phase
- Proven record of high quality EYFS leadership
- Early communication and language specialist
- Experienced mentor and coach
- Proven record of planning and delivery of cpd for 3-7 age phase
- Experience of senior leadership involving performance management
- Up-to-date knowledge of Cornwall SCITT Primary Programme
- Up-to-date knowledge of current ITT priorities, issues, political landscape

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.