

LITTLE HEATH SCHOOL
Little Heath School
Little Heath Road,
Tilehurst, Reading, RG31 5TY



JOB DESCRIPTION: Whole School project leader

Job Title: Assistant Professional Tutor

Report to: Professional Tutor

Job Purpose: The assistant PDTCo will:

- be a core member of the school's professional development team;
- have overall responsibility for the management of in school training programmes for ITT / new staff;
- raise standards of teaching and learning across the school;
- carry out the professional duties of a classroom teacher as set out in the current STPCD.

Salary/pay grade: TLR 2 (b) £4,783 pa (nationally agreed pay scales are used as defined in the STPCD).

Specific responsibilities of the post:

N.B. The precise nature of the responsibilities pertaining to this post will be agreed with the post holder following appointment.

Teaching and Learning

- As a member of the school's professional development team, to share responsibility for the development of innovative approaches to teaching and learning across the school in order to raise standards of student progress.
- To ensure that the Little Heath Principles of Teaching are embedded consistently across the school
- To monitor and evaluate the quality of teaching and learning within the cohorts of teachers on an annual basis in line with school policy on evaluation.
- To lead the work of trainee teachers/ECTs in creating a climate for learning in the classroom through high quality planning of lessons.

Assessment and Recording

- To ensure that assessment of student progress is accurate and informs future learning, in line with the school's assessment policy.
- To support whole school policy on assessment for learning through the ITT / ECT programmes.

Curriculum

- To encourage Staff cohorts to share their ideas about curriculum design with other school leaders, in order to support the school's curriculum review.
- To keep up-to-date with national developments in curriculum design and pedagogy.

Student personal development and well-being

- To support teachers in promoting good standards of personal conduct and behaviour in learners at all Key Stages so that effective learning can take place.
- To ensure that all ECTs and trainee teachers follow relevant national policy on safeguarding, thus allowing students to be healthy and safe at school.
- To support ECTs and trainee teachers in promoting good attendance, punctuality and a high standard of school uniform in their lessons.

Management of Staff

- To be responsible for the training and support of ITT teachers / ECTs in line with the school's practice on staff induction and mentoring.
- To support ITT teachers / ECTs in identifying training and development needs.
- To promote the ethos of the school and ensure that trainee teachers/ECTs adopt working practices in line with that ethos.
- To introduce ITT trainees and ECTs to key leaders in the school and to ensure that they are aware of the nature of these leadership roles.
- To lead the ITT / ECT mentor teams, ensuring that they understand the demands of their role and fulfil their 'statutory' duties.
- To monitor the progress of ITT trainees / ECTs towards the standards for the award of QTS and take appropriate action where necessary.
- To implement a formal schedule for lesson observation and written feedback, in order to support the monitoring of progress towards QTS.
- To monitor and support the quality of mentoring in line with the school's policy on staff induction and mentoring at the level of departmental ITT / ECT mentors, including completion of reports and target setting.
- To support the Headteacher in the recruitment and development of teaching and non-teaching staff.

Management of Resources

- To deploy resources within the CPD budget (including staff, equipment and funding) efficiently in line with the school's 'value for money' policy, in order to ensure maximum impact on standards of student achievement.
- To assist in establishing an annual training programme for trainee teachers, including a series of seminars delivered by school staff.
- To evaluate this programme annually in terms of value for money and cost-effectiveness.

Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To assist the Governing Body as required in the exercising of its functions, including writing reports and attending meetings where relevant, in relation to the ITT / ECT programmes.
- To develop effective relationships with parents which focus on students' learning and progress.
- To develop positive relationships with the local community, including employers, outside agencies and the LA.
- To liaise closely with key stakeholders, including external agencies (e.g. University / Appropriate body), regarding the progress of individual trainees.

Other duties

- Undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.