



JOB DESCRIPTION

Post Title:	Link Tutor
Accountable To:	The Leadership Team (with input from the Principal)
Location:	Leeds Teaching School Hub/GORSE SCITT Training Base
Scale:	Leadership Point 1 – 5

Job Purpose:

The Link Tutor will work with the Principal of the Leeds Teaching School Hub and leaders across the Leeds Teaching School Hub and GORSE SCITT leadership team to ensure that all GORSE SCITT trainees experience a high-quality curriculum and receive effective, consistent support throughout their training year.

The postholder will contribute to programme development, quality assurance, trainee support, and operational processes associated with teacher training. They will support the effective transition of trainees into their Early Career Teacher (ECT) phase, ensuring coherence across the training and induction period.

Key Responsibilities

Trainee Support and Development

- Provide regular, structured support to trainees across all aspects of their training.
- Monitor trainees' progress through their online evidence portfolios, offering timely feedback and guidance.
- Deliver specific training sessions to trainees and colleagues, including GORSE SCITT mentors.
- Support trainees who require additional intervention or guidance, referring to senior staff where appropriate.

Communication and Partnership Working

- Maintain consistent and effective communication with trainees and partner schools.
- Liaise regularly with leaders.
- Work closely with appropriate colleagues to ensure trainees have a smooth transition into the ECT phase of their career.
- Represent GORSE SCITT professionally at internal and external meetings.

Programme Development and Quality Assurance

- Contribute to ongoing curriculum development in line with updated quality requirements.
- Lead on designated strategic areas of programme improvement, as agreed with the leadership team.
- Support quality assurance processes, including observation, review, and evaluation of trainee and mentor experience.

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Operational Responsibilities

- Participate in recruitment activities, including trainee interviews and engagement events (some of which may take place during school holidays, with dates agreed in advance).
- Support the wider operational processes of Leeds Teaching School Hub and GORSE SCITT as required.
- Complete documentation, reports, and administrative tasks associated with the role.

Wider Contribution

- Collaborate with colleagues across The GORSE Academies Trust to support shared priorities.
- Attend relevant meetings, training, and professional development activities.
- Undertake additional duties as reasonably required by the Executive Leadership Team or the Principal of Leeds Teaching School Hub.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

Criteria	Essential/ Desirable	Evidence
Qualifications		
• Qualified Teacher Status	E	<ul style="list-style-type: none"> • Application Form. • References.
• Evidence of CPD in teacher development	E	
• NPQLTD (or a willingness work towards).	E	
• A UK valid driving licence.	E	
• A relevant degree and other post-graduate qualifications	D	
Knowledge and Skills		
• Exemplary standards of personal integrity, behaviour, professionalism, discretion and confidentiality.	E	<ul style="list-style-type: none"> • Application • Interview • References
• Commitment to safeguarding, and the welfare of children and young people.	E	
• Knowledge of education legislation, policy and the current agenda for raising school achievement.	E	
• Thorough and up to date understanding of Ofsted inspection requirements.	E	
• Can set, maintain and actively promote high standards of professional competence in all leaders and staff employed by the trust.	E	
• Knowledge of developing and delivering strategies resulting in improved standards in Teaching and Learning.	E	
• Knowledge of system led approaches.	E	
• Good decision-making skills: the ability to identify and implement solutions.	E	
• Excellent interpersonal and communication skills.	E	
• Evidence of excellent leadership skills and professional qualities.	E	
• Ability to use own strengths and expertise to advise and support others.	E	
• Effective time management and prioritisation skills.	E	
Experience		
• Experience of leadership and management in professional development, particularly trainee teachers.	E	<ul style="list-style-type: none"> • Application • References • Interview and practical activities
• Evidence of expertise and success in raising student achievement.	E	
• Experience of providing professional advice and guidance, providing effective feedback.	E	
• Experience of developing and delivering strategic responsibilities.	E	
• Experience of leading staff and performance management.	E	
Continuous Professional Development		
• Evidence of commitment to Continuing Professional Development.	E	<ul style="list-style-type: none"> • Application
Personal Qualities		
• A passion for education and making a difference.	E	<ul style="list-style-type: none"> • Letter of Application • Lesson Observation • Interview
• Excellent communicator.	E	
• Effective team member.	E	
• Ambition.	E	
• Energy, and enthusiasm.	E	

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• Drive and determination.	E	• References
• Willingness to contribute to the wider life of the Academy.	E	
Other Conditions	E/D	
• Enhanced DBS Clearance.	E	

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.