



Lytchett Minster School

Post Title: ITT Co-ordinator and School Induction Tutor (ECTs)

TLR: 2.2 (£4,785 per annum)

Responsible to: Deputy Head

Key Responsibilities:

The main responsibilities of the ITT role involves:

- Liaising with Universities over placements, programme requirements
- Liaising with Subject Leaders and Heads of House over placements, provision and monitoring
- Providing training to all Lytchett colleagues involved in mentoring ITT trainees
- Ensuring that all DBS requirements are in place prior to the commencement of all placements
- Running the induction programme for all trainees
- Overseeing the quality of all documentation, references etc. required in relation to programmes
- Carrying out observation of trainees
- Leading and co-ordinating the professional development programme for all trainees – to meet partnership requirements
- Carrying out placement evaluations with trainees and Lytchett colleagues
- Liaising with colleagues and providers over any ITT concerns and leading action plans for improvement
- Ensuring the high quality of all ITT placements within the school
- Attending relevant training events

The main responsibilities of the School Induction Tutor role involves:

- Co-ordinating all aspects of the ECT programme
- Meet with ECTs
- Carry out observations
- Liaise with Subject Leaders and Deputy Head (Staffing)
- Provide an ECT calendar

To assure the quality of ECT induction provided in the school on behalf of the headteacher.

This will involve ensuring that:

- ECTs in all departments have a consistent experience of induction;
- Induction tutors are supported by the provision of a consistent and structured approach to professional and administrative matters;
- Systems are established so that induction tutors are fully aware of, and reminded about, requirements and deadlines;
- ECTs and induction tutors understand the Induction Standards and how they should be used;

- ECTs beginning their induction mid-year are not disadvantaged;
- Induction tutors receive additional support if ECTs are experiencing difficulties;
- A supportive environment is provided for induction tutors through informal and accessible structures, such as working lunches;
- Progression into professional development for the second and third year of teaching is facilitated

In order to do this the induction tutor will:

- Make sure that ECTs in the school receive an appropriate and consistent induction programme;
- Make sure that ECTs participate in whole-school induction programmes;
- Make sure on behalf of the headteacher that guidance and procedures are followed;
- Make sure that induction tutors' responsibilities are clearly defined;
- Support induction tutors in monitoring the ECT's progress against the Induction Standards by, for example, undertaking observations;
- Undertake assessment meetings with induction tutors on behalf of the headteacher;
- Support the induction tutor where ECTs are having difficulties;
- Make sure on behalf of the headteacher that the Appropriate Body is alerted to any concerns about an ECT's progress.