**Job Description: SCITT Lead Mentor**

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| **Post Details** |  |
| **School/setting:** | Bournemouth Bay Teacher Training Partnership |
|  **Post type:** | Teaching Staff |
| **Grade/Pay Level:**  | Teachers Main/Upper Pay Scale |
| **Responsible to:** | Director of SCITE |

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| **Main Purpose** |
| To ensure that SCITT trainees receive mentoring and support across placement schools which is aligned with the ITT curriculum and informed by practice at all times. Therefore, they play a key role in the training, support, and supervision of in-school mentors. |

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| **Duties and Responsibilities** |
| * Ensure that all ITT duties relevant to this post are discharged in accordance with the BBTTP policy framework with particular weight and reference given to curriculum fidelity, safeguarding, safer recruitment and trainee welfare.
* Be a partnership expert in coaching and mentoring practice maintaining appropriate levels of accredited qualification.
* Be up to date with developments in the ITT curriculum, particularly those that will impact on the mentor curriculum.
* Lead the development of the mentor curriculum for BBTTP ensuring a clear statement of curriculum intent.
* Ensure that the BBTTP mentor curriculum is implemented and delivered via both synchronous and asynchronous channels.
* Ensure that the BBTTP mentor curriculum is covered and applied in practice with every increasing level of mastery.
* Monitor that all mentors are meeting the DfE’s requirements for mentor training in accordance with the accreditation criteria intervening rapidly and appropriately if this is not the case.
* Annually evaluate the mentor curriculum in terms of both strengths and areas for improvement when delivered again next academic year.
* Lead the BBTTP Summer Mentor Conference.
* Provide in school support for mentors as required.
* Quality assure the mentoring provision in partner schools and its curriculum alignment.
* Attend Professional Tutor meetings to update PTs on mentoring requirements.
* Meet, as required, with internal partnership representatives (QA Lead, Hub Directors, Director of SCITE) and external parties (moderators, Ofsted).
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with Twynham Learning MAT’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** Qualified Teacher Status (QTS) and completion of teacher statutory induction (NQT/ECT)
* an advanced level of ITT knowledge and expertise and the underpinning research base
* experience in delivering mentor training

**Desirable:*** a good understanding of the BBTTP curriculum
* experience observing trainees and experienced staff, providing relevant constructive feedback, providing developmental opportunities to others
* NPQ LTD or similar coaching / leadership qualification
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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