

**02 February 2018**

Dear candidate,

I am delighted that you are interested in learning more about the Tutor for Transforming Teaching role at the Institute for Teaching (IfT). The IfT is a specialist graduate school for teachers. Our courses have a single purpose - to ensure that teachers are able to keep getting better.

We believe that having an expert teacher in every classroom is the best way to make sure that every pupil, regardless of their background, gets a great education. But teaching is complex and becoming an expert isn't easy. To improve teaching we must improve the training teachers receive because most of what's out there isn't helping them to get better. That's why we are doing things differently - re-thinking teacher education and providing a progression pathway to expertise that is taught by a faculty of expert teacher educators. Teachers deserve as much effort to go into their training as they put into their teaching.

We are looking for an experienced leader to join our team. We welcome applications from both primary and secondary specialists. Our Tutors are senior figures in our regional delivery team, managing relationships with different stakeholders. In addition to delivering outstanding training sessions to teachers and teacher educators, Tutors support our schools to implement coaching and co-planning models. In this they will be accountable for the quality of this in-school coaching and co-planning. Tutors play a key role in our quality assurance and impact monitoring, requiring them to liaise with a number of key stakeholders in order to support the design and evaluation of our programmes.

To excel in this role, the post-holder will need to be able to build relationships with people at varying levels of seniority, motivate people to change their practice, and hold them to account. They should be flexible, highly organised and detail orientated. They will be a self-starter, flexible and willing to do whatever it takes to achieve our goals.

To apply for the role please email the following no later than **9am on Monday 19 February** to [hr@ift.education](mailto:hr@ift.education):

1. A supporting letter (**no more than 2 sides**) outlining how your knowledge, skills and experience meet the requirement of role;
2. Your CV (**maximum 2 sides**);
3. Confirmation in the body of your email of whether you have the right to work in the UK, and whether you have Qualified Teacher Status; and
4. We would also be grateful if you could include a completed equal opportunities form, which you can download [here](#).

If you have any questions or queries about this role or wish to have a confidential conversation about the position, please get in touch via [hr@ift.education](mailto:hr@ift.education).

Yours faithfully,



Matthew Hood  
Director

## Job Description

<b>Job title:</b>	Tutor – Transforming Teaching
<b>Reports to:</b>	Fellow, Transforming Teaching
<b>Start date:</b>	June
<b>Contract term:</b>	Permanent
<b>Location:</b>	We are recruiting Tutors for two of our regional teams: <ul style="list-style-type: none"><li>• West Midlands</li><li>• North West &amp; Yorkshire</li></ul>

**Salary:** £42,000 - £47,000 and 11% pension contribution

### What is the role?

This is an opportunity to join a high performing team committed to ensuring that all children get an excellent education. The Tutor will:

- Have responsibility for management of relationships with school leaders from portfolio of schools;
- Ensure that training is tailored to suit different participants and schools engaged with the programme and liaise with design team and other members of delivery team to ensure that training is pitched accurately to enable highest impact;
- Lead high quality training sessions across a range of programmes pitched at teachers and teacher educators at different stages of development and designed to transform teaching;
- Develop coaching practice within a portfolio of schools through effective face-to-face training, the modelling of expert coaching with teacher educators and effective feedback to teacher educators employing the model;
- Systematically quality assure the impact of coaching, co-planning and training on teacher progress through a variety of means e.g. observation of teaching in partnership schools, engagement with participant voice, collection of participant feedback and through focus groups with key stakeholders;
- Develop strong relationships with teachers at different levels;
- Be able to apply a variety of strategies to overcome barriers to progress and problem solving, both at participant and school level;
- Ensure up-to-date and in depth understanding of approaches to training through independent study and routine engagement with design team materials and publications;
- Advocate for the programme and institution;
- Other duties as required to support an effective programme.

### What will the team look like?

You will be a senior member of a regional delivery team composed of other Tutors and Training Managers, led by a Fellow. You will also be part of a wider national delivery team led by our Associate Dean for Delivery - Transforming Teaching.

Initially there are no line management responsibilities attached to this role.

### **What's the context?**

The IFT is a rapidly growing organisation. This means that:

- You'll feel an ownership over our vision and mission;
- The team will start small and grow quickly;
- There will be few established processes and norms;
- There will be frequent change;
- There will be a need for constant prioritisation as resources will be limited;
- There will be an expectation of flexibility - this is not a nine-to-five job and everyone will need to pitch in; and,
- You'll have an understanding of all aspects of our work in the early stages and as we grow you'll need to make the shift to increased specialisation.

### **What will be required of you?**

- Some evening and weekend work as required to support and facilitate the programme.
- Some travel within England outside the region you are based in.
- Significant initial commitment during this early phase.

### **What are the benefits?**

- Flexible working.
- Pension: 11% pension employer contribution.
- Annual Leave: 25 days per year (in addition to bank holidays).
- Please note that the IFT is currently incubated by the multi-academy trust Ark, and your employment contract will therefore be with Ark Schools.

## Person Specification

### Knowledge, Skills & Networks

To excel in the role, the Tutor will need to:

- Have a track record of excellent teaching and delivering exceptional outcomes for pupils living in social deprivation and those with low prior attainment;
- Have experience in teacher training and development, including coaching and mentoring teachers;
- Have a strong understanding of best practice in teaching and learning;
- Have experience of curriculum/assessment design and able to analyse teaching skills/lesson moments, breaking them down into their smallest constituent parts;
- Have held a leadership role in a school with line management responsibilities;
- Be skilled in management of important relationships with a range of individuals and organisations;
- Be passionate about teacher and school development;
- Be open and hungry for feedback, driven by continual improvement, and able to hold themselves and those around them to account for securing excellent pupil outcomes;
- Have the ability to think creatively and problem-solve;
- Be a committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature.

### Values

The successful candidate will have a strong belief in, and enthusiasm for, the vision and mission of the IfT, and consistently demonstrate our values, which are:

- Rigour
- Accomplish large amounts of high quality work
- Articulate what you are and are not trying to do
- Discover practical solutions to hard problems
- Kindness
- Be known for your courtesy and candor
- Be true to your word
- Treat people with respect independent of their status or disagreement with you
- Curiosity
- Learn rapidly and eagerly
- Seek to understand your impact
- Get beyond symptoms and identify root causes

- Collaboration
- Skillfully give, receive and use feedback
- Make time to help colleagues
- Demonstrate consistently strong performance so colleagues can rely on you
- Bravery
- Make wise decisions despite ambiguity
- Challenge prevailing assumptions when warranted and suggest better approaches
- Question actions inconsistent with our values

**Education and background**

- Qualified to degree level (2:1 equivalent or above);
- Masters degree (desirable)
- Qualified to teach in the UK;
- Right to work in the UK;

This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS).

## **Recruitment process**

### **Safe Recruitment Procedure**

The IfT is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, it follows a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Probation**

All new staff will be subject to a probation period of three months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

### **Equal opportunities**

We would be grateful if you would be willing to include a completed equal opportunities form with your application. Please note that this information will be treated confidentially and will not be used for assessment purposes, and will not be available to anyone responsible for shortlisting for this role. In accordance with the IfT's equal opportunities policy, we will provide equal opportunities to all candidates. This information will help us to monitor our performance in order to enable us to ensure our compliance with this policy. You will not be penalised if you do not agree to provide this information.

### **Questions or further information**

If you require more information or would like an informal discussion about this role please contact us via [hr@ift.education](mailto:hr@ift.education).