

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Exchange Teacher Training (ETT) Lead Mentor	Salary: Leadership Range L1-5
Role Profile: Teaching / Leadership	
<p><u>Remit and Purpose of Exchange Teacher Training</u></p> <p>Exchange Teacher Training is an accredited provider of Initial Teacher Training (ITT) in the North of England. It was founded upon a well-established partnership of credible organisations in Yorkshire and the Humber, and Lincolnshire, united by a common goal to improve the quality of education for children and young people. Exchange Teacher Training offers an ambitious, evidence-informed programme to develop reflective practitioners who will inspire the next generation and improve both the outcomes and life chances of the young people we serve. We aim to provide the highest quality, impactful and localised ITT that truly makes a difference.</p>	
<p><u>Job purpose and accountability</u></p> <p>Reporting to the Head of Exchange Teacher Training, as the ETT Lead Mentor you will be based at the Education Exchange, Knottingley, with a requirement to travel to placement schools and training venues across the ETT partnership with some remote working. You will also have a link to the Lead Delivery Partner (LDP) for placement QA and trainee progress.</p> <p>You will act as a Lead Mentor for ETT taking responsibility for the progress and development of a group of mentors and their trainees. You will guard the quality of provision by ensuring high quality, consistent school based training, ensuring effective delivery of our curriculum in school and alignment across the partnership.</p> <p>Where appropriate to your areas of expertise, you will contribute to the design and delivery of the curriculum and intensive training and practice placements (ITaP) to ensure they are of the highest quality and contribute to trainee progress.</p> <p>You will design and deliver the compulsory mentor training curriculum, as well as supporting in the coordination, trainee assessment and impact of the ITaPs.</p> <p>You will act as an ambassador for ETT and Exchange Teaching Hub (ETH).</p>	
<p><u>Time commitment</u></p> <p>You will be required to work up to 35 days per academic year, dependent upon participant numbers.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Up to 20 hours of mentor training design and delivery across the year • Up to 3 days of quality assurance per trainee/mentor <ul style="list-style-type: none"> • Weeks 6-8 for HRS1 (remote) • Weeks 12-14 for HRS2 (in person) • Weeks 17-19 for HRS3 (remote) • Weeks 25-27 for HRS4 (as appropriate to needs of trainee) • Week 36 for HRS5 (in person) • Up to 5 days supporting ITaPs • Attendance at induction/conference days as appropriate <ul style="list-style-type: none"> • <i>Attendance at half termly ETT Lead Mentor meetings (90 minutes) - unpaid</i> 	

Main Responsibilities

1. You will oversee the development of trainees to ensure that mentoring and support across placement schools is aligned with the curriculum, and it achieves its desired outcome.
2. You will attend all training and meetings linked to the role of Lead Mentor to support with own planning and understanding of the wider programme and curriculum.
3. You will develop and deliver the training programme for mentors (20 hours; 8 hours refresher training).
4. You will carry out quality assurance of trainee assessment, including assessment of ITaP, conducting checks on Mosaic.
5. You will support quality assurance processes for ETT and the continuous quality improvement cycle.
6. You will provide feedback on and input into the overall programme design and resources.
7. You will work collaboratively with a co-facilitator(s) where required.
8. You will work collaboratively with colleagues in partnership schools to support the ITaP, including logistics, and general placement of trainees.
9. Where appropriate to your expertise, you will facilitate elements of ITaPs.
10. You will complete school visits to quality assure trainees, mentors and placement arrangements to ensure that trainees are receiving their full entitlement.
11. You will participate in joint observations of each trainee allocated (alongside mentors) on each placement to quality assure the feedback and targets trainees are receiving.
12. You will complete termly reports on trainees, uploading to Mosaic by agreed deadlines.
13. You will attend trainee August enrolment day, induction days and other conference days as appropriate.
14. You will attend half termly Lead Mentor meetings with the ETT central team.
15. You will complete final observation visits and contribute to exam board meetings.
16. You will offer and receive developmental feedback on facilitation skills, knowledge, competencies, and effectiveness.
17. You will liaise closely with the ETT leadership team and LDPs to support the effective delivery of the ITT curriculum.
18. You will act as an advocate for ETT and the Teaching School Hub (TSH) and the programmes on offer.
19. You will support case conferences/appeals procedures as necessary.

General

20. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
21. You will participate in training and other learning activities and performance development as required.
22. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
23. You will ensure strict confidentiality in all areas of work.
24. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
25. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
26. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
27. You will always comply with the Trust's policies and procedures.
28. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Educated to degree level (C)
- Qualified Teacher Status (QTS) or equivalent (C)
- Extensive experience of working within an educational setting (A,I,R)
- Minimum of four years' experience of developing others as a mentor and facilitator of teacher development (A,I,R)
- If in school, has secured a commitment from school leadership team and governors to support them in undertaking this role and to give the time required to do this effectively (A,I,R)
- Experience of working within Initial Teacher Training (A,I)
- Experience of working outside own school and/or in partnership with other schools (A,I,R)
- Experience of networking with other organisations (A,I,R)
- Experience of face to face and online facilitation of professional development (A,I,R)
- Good understanding of the Core Content Framework, both content and purpose (A,I)
- Knowledge of the current ITT reforms and the implications for schools (A,I)
- Knowledge of the training curriculum, the relevant research which underpins it, and how to guide and support trainees (A,I)
- Good understanding of the statutory guidance for Early Career Teachers (ECTs) (A,I)
- Knowledge of key research and evidence in pedagogy, leadership and teacher development (A,I,R)
- Knowledge of theories, tools and processes for facilitation of adult learning (A,I)
- Ability to employ a variety of facilitation techniques, adapting the approach in accordance with the needs of the group (A,I,R)
- Knowledge and understanding of the current education sector and the challenges faced by school leaders at all levels, and in particular your local context (A,I)
- Excellent communication, ICT and presentation skills (A,I)
- Knowledge and application of the ECF and DfE standards for teachers' professional development (A,I)
- Demonstrates credibility whilst acting with authenticity and humility (A,I,R)
- Ability to work flexibly and to deadlines (A,I,R)
- Ability to secure trusting and supportive relationships (A,I,R)
- High quality, open and reflective communication skills, including explanations, listening and questioning (A,I)
- Ability to listen deeply and with integrity (to hear difference viewpoints without judgement) (A,I)
- Empathy and emotional intelligence (A,I)
- Skilled at facilitating groups, using a range of processes to secure full engagement and learning (A,I,R)
- Able to deconstruct learning, has the ability to help the group make sense of the learning process at a meta-level (A,I)
- Ability to reflect alone and/or with the group on individual and group behaviours, on insights gained in the process about content, learning and process (A,I)
- Commitment to high standards of teaching, school leadership and educational excellence (A,I,R)
- Commitment to inclusion (A,I)
- Ability to work efficiently and maintain high professional standards (A,I,R)
- High level of self-awareness and self-discipline, can recognise and acknowledge the impact you are having on others (A,I)
- Ability to analyse, summarise and synthesise discussion (A,I)
- Holds a driving licence with access to a car for business use (business mileage reimbursed) (C)

Desirable

- Experience in facilitation of blended learning in a range of professional development contexts (A,I)
- Senior leadership experience (A,I,R)
- Evidence of training and relevant qualifications in educational and school leadership and management (e.g., NPQLTD) (A,C,I,R)
- Knowledge of the ITT Quality Criteria (2024 onwards) and ITE Ofsted Framework (A,I)

Key: C – Certificate; A – Application Form; I – Interview; R – Reference

BEHAVIOURS

- Resilient
- Enthusiastic
- Ambitious
- Honest
- High levels of personal and professional integrity
- Self-motivated
- Flexible
- Creative
- Positive
- Adaptable
- Strategic
- Uses initiative
- Solution focused
- Approachable
- Excellent time management
- Emotionally intelligent
- Able to influence
- Reflective

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with Senior/Executive leaders across the Trust

Support Staff – in regular contact with support staff who are involved in classroom support.

Trust Staff – in regular contact with Trust staff within ETT, ETH and TSH.

External – in regular contact with ETT Partners, Lead Delivery Partners, DfE, Headteachers, Mentors and trainees.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The Trust is committed to safeguarding the welfare of its students and Safer Recruitment protocols will be carried out as part of the recruitment process for this post.

The post holder will be subject to an enhanced DBS check with barred list.