

November 2017

Secondary Professional Tutor

Could you lead our teacher training across a group of secondary schools, helping us build a truly world class teacher development programme?

Ark Teacher Training

Launched in 2013, Ark Teacher Training is a programme for committed graduates and career changers who aim to become great teachers. Trainees spend one year in an Ark school - becoming a great teacher while learning on the job. With the support of an inspirational group of tutors, coaches and educational experts, the trainees have all the tools they need to perfect their craft. We understand the importance that the first few years of teaching have on a teacher's future, so that's why the programme also supports trainees for the following two years through our NQT and NQT+ schemes.

Ark Teacher Training was judged 'Outstanding' in all areas by Ofsted in [January 2017](#).

The role of the Secondary Tutor

We are looking for a **Secondary Professional Tutor** to lead training and development programmes across a group of schools in our partnership.

Working alongside a team of other Tutors, Training Leads and Curriculum Designers, the post-holder will deliver world-class training and development to Secondary trainees and teachers. The post-holder will also work with our in-school coaches to make sure they are developing their practice and are provided with training that is relevant to their needs.

In order to excel in the role the post-holder will need to be an excellent teacher with a track record of delivering excellent achievement for pupils – particularly those who are vulnerable to underachievement. They will also have experience of coaching trainees and teachers; leading professional development sessions and have an understanding of best practice in teacher training and development. Most importantly, the post-holder will have a strong interest in our work with the drive and desire to improve educational outcomes for disadvantaged students.

Contract: 1 year fixed term

Salary: £45,000 - £50,000

Start Date: January 2018

Location: London

Closing date for applications: 12:00 on Thursday 14 December

To apply for the role you will need to submit the following:

1. A cover letter (**no more than 2 sides**) outlining how your knowledge, skills and experience meet the requirements of role
2. CV (**maximum 2 pages**)

For a full job description and to apply, visit <https://goo.gl/5hKaN1>

If you have any questions or queries about this role or wish to have a confidential conversation about the position, please email Genevieve Field genevieve.field@arkonline.org

For technical queries, please contact the Recruitment team on recruitment@arkonline.org

ATT is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description

Contract:	1 year fixed term
Salary:	£45,000 - £50,000
Start Date:	January 2018
Location:	London

What is the role?

This is an opportunity to join a high performing founding team committed to ensuring that all children get an excellent education.

What's the context?

Ark Teacher Training is a growing organisation. This means that:

- the team will continue to grow;
- there will be frequent changes;
- there will be a need for constant prioritisation as resources will be limited;
- you'll feel an ownership over a shared vision and mission;
- 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 is the commitment?

- Some evening and weekend work to support and facilitate the programme.
- Main location is London but some travel including the South Coast and West Midlands
- Significant initial commitment during our growing phase

What are the benefits?

- Annual Leave: 25 days per year (in addition to bank holidays)
- Pension: Ark offers an 11% pension employer contribution
- Flexible working

The Secondary Tutor will:

- Manage a portfolio of schools and be responsible for the quality of provision and trainee progress within these schools.
- Ensure that training is coherent, consistent of the highest quality and relevant to trainees needs through working with schools and facilitating face-to-face training sessions.
- Ensure that there are no significant variations in the outcomes achieved by different groups of trainees.
- Support the implementation and delivery of our NQT and coach development programmes.
- Undertake projects and research as required to broaden their own knowledge and contribute to the wider success of the team.
- Collaborate with other members of the team to constantly improve what we do so that we can develop a world-class training and development programmes.
- Undertake any other tasks as directed by the ATT Leadership Team.

Specifically, this role will involve:

Training

- Facilitating world-class training in behaviour management that equips trainees and new teachers with the knowledge, understanding and skills to manage behaviour and discipline effectively, and create an excellent climate for learning.
- Facilitating outstanding training in ‘planning for progress’, ‘teaching and learning’ and ‘assessing and responding’ so that trainees and new teachers can teach exceptionally well, demonstrating:
 - Phase expertise;
 - The ability to use a range of teaching and learning strategies to great effect;
 - The ability to accurately assess achievement and demonstrate through their planning and teaching that their pupils, including those who are vulnerable to underachievement, make at least good progress.
- Building trainees’ capacity to relate theory to practice and develop their practice using theoretical principles.

School Liaison and Quality Assurance

- Working with school ITT and NQT leads to ensure that excellent school-based training amplifies and contextualises network training leading to the overall coherence, consistency and impact of the programme.
- Working with school ITT and NQT leads to support the school-based Instructional Coach and Subject Tutor, ensuring they benefit from high-quality and well-focused professional development, so that mentoring is of the highest quality.
- Quality assuring complementary placements ensuring that they meet trainees’ needs and allow them to gain substantial practical experience to develop their evaluative and practical teaching skills effectively in different settings.
- Working with school-based colleagues (ITT Leads, Instructional Coaches) to ensure that assessment of trainees and NQTs is rigorous and precise, and provides high quality oral and written feedback that supports trainees’ critical reflections enabling them to take on increasing ownership of their own development.

Assessment and Moderation

- Leading the programme’s internal moderation procedures to ensure that assessment of trainees is accurate and reliable:

- Undertaking joint observations with school-based assessors;
- Sitting on internal moderating panels for a sample of trainees, including any judged by an assessor as on the pass/fail borderline, or likely to fail.

Intervention

- Supporting all trainees to achieve QTS and all NQTs to pass their Induction by, where necessary, providing additional support so that they go on to meet the Teachers' Standards

Values

- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student
- Passionate about teacher development
- Motivation to continually improve standards and achieve excellence above norms.

Person Specification

Qualification Criteria

- Qualified to degree level
- Qualified to teach in the UK
- Right to work in the UK

Knowledge, Skills and Networks

Essential

- Recent teaching that results in excellent achievement for pupils, particularly those who are vulnerable to underachievement.
- Experience in teacher training and development including coaching and mentoring teachers.
- Leading professional development sessions and understanding best practice in teacher training and development.
- Knowledge of the teaching training and development policy context, particularly for initial teacher training.
- Involvement in the management of important relationships with a range of senior individuals and organisations.
- Experience in middle or senior leadership in schools which has had a significant impact on pupil progress.

Desirable

- Skilled in effective project set up and management.
- Has strong network of teachers and teacher educators across a number of schools and training and development providers.
- Experience in schools serving disadvantaged communities.
- Experience in delivering the national curriculum.

Other

- 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

ATT 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.

Shortlisting, interviews and reference checking

Only those candidates meeting the right criteria will be taken forward from application to a shortlist. Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidate

The application process has four stages:

1. Submit your supporting statement and CV via our online portal: <https://goo.gl/5hKaN1> before **12:00pm on Tuesday 14th December.**
2. **Round one Interview** – This will focus on your background, suitability for the role and fit with our team.
3. **Round two Interview** – This will include a range of activities that will test different aspects of the person specification as well as further discussions about your background.
4. **Disclosure and References** – all disclosure processes must be complete before the post can be confirmed.

Questions or further information

If you require more information or would like an informal discussion about this role please email Genevieve Field genevieve.field@arkonline.org