

Purpose of the Role:

Lead Subject Tutors (LST) is the title given to the experienced subject specialist teacher who is responsible within the consortium for leading a team of Subject Mentors in providing training of quality within the subject area. They will take overall responsibility for designing and developing the subject specific material for the Mid Essex Teacher Training Programme and will deliver weekly high quality effective training to ensure trainee's subject knowledge and pedagogy is of the highest standard and meets the requirements of the Department for Education, ITT Content Framework (November 2019) and Ofsted Inspection Framework. They will also support the Course and Assistant Director and other personnel in relation to the on-going assessment of trainees and quality assurance of the programme and curriculum and monitor and advise on the progress of trainees towards the standards primarily relating to Subject and Curriculum (Standard Three). LSTs will lead a team of subject-specialist mentors in providing mentoring of quality and both moderate and validate the work subject mentors ensuring it is appropriate to the needs of all trainees.

This role is subject to the recruitment and retention of sufficient trainees (two per subject) and will be reviewed annually.

Commitment:

The LST will be required to:

- be available three hours each week (2 hours for subject delivery)
- deliver the main responsibilities below
- attend and/or lead a range of twilight events including Curriculum planning (June when trainees are teaching 80 per cent), induction training (July), Subject Hubs, Committee meetings, Teach Meets and other CPD as required
- Support the interview process as required especially around subject knowledge
- undertake a minimum of one quality assurance observations of all trainees within the subject cohort
- liaise with and support trainees and Subject Mentors as required through training as required
- set, review and assess weekly subject specific tasks
- provide reports and curriculum documentation for a range of audiences, including both MEITT and Ofsted as required
- Lead further additional training and support as required as part of the Intensive Training and Practice Week (ITaP). *NB. Please note there will be four ITaPs across the course of 2024/2025 staged across the course of the year and at least one day for each will be spent with the LST in their school. LSTs will be responsible for co-planning and facilitating the training as required.*

Venue:

Notley High School and Sixth Form Centre. Training may take place at external venues/online by prior agreement).

Remuneration:

The SCITT will pay an allowance of £2,500 to the school, plus national insurance on-costs in three instalments (December, March and June). This role does not qualify for Teachers' Pensions. The School will agree to pay **£1,200** directly to the Lead Subject Tutor on a fixed term basis and will be reviewed each year.

MEITT will contribute towards any further teacher release cover costs above that outlined in the commitment at a rate of £35 per lesson, paid to the school, if required and agreed for Quality Assurance purposes as agreed.

Mid Essex will also contribute by supporting the cost of membership to an appropriate subject association such as the Chartered College of Teaching or other relevant body. A small curriculum development budget relating to any subject pedagogy can also be applied for directly and will be considered based on either

subject development plans or wider Curriculum priorities. These should be applied directly to the Course Director. When not delivering afternoon training the LST will be engaged in other ITT related activities, e.g., curriculum redesign, lesson or mentor support/observations, annual reviews and time should be protected for this. Schools are asked to build in appraisal targets where appropriate to this role.

Responsible to: Director/Assistant Director of Mid Essex ITT

Main Responsibilities:

- Plan and deliver the weekly subject specific sections of the trainee’s Subject Expert Training (SET) as set out in the MEITT ‘Core’ curriculum including planning and delivering ‘bespoke’ sessions that respond to the need’s audits of trainees for a minimum of two hours. *Please note that most training sessions will be delivered by the LST as they are the expert in their subject. When necessary, the LST will plan for the session to be delivered by a specialist in that area of the subject with the agreement of Mid Essex.*
- Produce an annual development plan which reflects the priorities identified in the MEITT development plan
- To support and meet the needs of all trainees in auditing, planning and enhancing their subject knowledge for teaching and reviewing this regularly throughout the course.
- Setting and assessing weekly subject-based tasks as appropriate
- Make available copies of relevant training materials to trainees and make these available for quality assurance to the SCITT management team and Ofsted
- To contribute to the development of a subject handbooks, resources and documents ensuring they are comprehensive, clear, relevant to current educational and subject pedagogy and produced to a high standard in line with the agreed standard format
- Be up to date with current thinking in the subject and curriculum pedagogy including statutory guidance of the subject. LSTs should be research informed and/or engaged.
- Develop a high profile of the subject via Teach Meets, Subject Hubs and networks
- Where appropriate support trainees with academic assignments
- To meet all mentors at dates decided at the beginning of the year during which monitoring of their practice will take place and provide MEITT with minutes and actions of these meetings.
- Ensure that all subject mentors, Mid Essex staff and trainees are fully circularised with all relevant documentation relating to the specific subject and are fully aware of the subject requirements within the programme
- To create a Subject Knowledge Audit (SKA) which will be reviewed regularly and use to inform sessions and subject knowledge development
- To plan and deliver the subject specific parts of the four Intensive Training and Practice Week (ITaP) under further direction from MEITT
- To liaise effectively with the Subject Mentors and ITT Staff ensuring there is an appropriate effective and relevant in house CPD programme for the trainees and mentors as required
- Ensure and support correct procedures are where there is a cause for concern, or a trainee is at risk offer support and guidance as required. This may include 1:1 support, in school support and modelling of classroom practise
- To prepare and provide appropriate subject specific materials to be used in the interview process with trainees as required
- To participate in the selection and interview panel of applicants for the specific subject where appropriate
- Conduct individual and joint quality assurance lesson observations with subject mentors, Course Tutors/external QA as required. At least once a year for each FT trainee.
- To support the Course Director / Assistant Course Director in the on-going assessment of trainees. This includes commenting on individual trainee subject pedagogy within three IMPs.
- Provide reports for a range of audiences, including Ofsted as required.
- Act as a further point of contact for welfare & wellbeing as required for trainees in your subject area.

Overview of Key Tasks:

Commitment	Task	Time / Dates
Training	Subject Expert Sessions (SET)	Weekly, every Thursday afternoon
Communication	Communication with trainees	Weekly – each Thursday afternoon at Subject Expert Training
	Communication with mentors	When necessary and according to calendar – usually weekly by email and training as deemed necessary (Twice a year)
	Communication with Mid Essex ITT central team	As and when necessary
	Communication with Ofsted	As required
Reporting	Trainee reports, as per assessment calendar:	IMP1 – December 24 IMP2 – March 25 IMP3 – June 25
Quality Assurance	Paired observation	At least one per trainee each year
	Mentor observation	As appropriate and according to need
	Trainee entitlement	Ongoing
	Trainee paperwork	According to assessment calendar
	Reviewing and updating your programme and handbook	Annually
Assessment	Observation	At least once per trainee each year (December – March)
	Formative, as per the assessment calendar	IMP1 – December 24 IMP2 – March 25
	Summative assessment at the Final Assessment Board	IMP3 – June 25
	Subject Audit judgement	IMP3 – June and updated throughout
Meetings	Academic Committee meetings with all LSTs	Once per term
	Meetings with mentors	Twice per year
Development	Training	For all new and existing LSTs
	LST Conference/training	Curriculum conference in June/July 24
	Planning time to review and update the subject curriculum	June / July during 80 per cent timetable and no SET training

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Mid Essex ITT Headteachers' Committee and or Director to reflect or anticipate changes in the role commensurate with the job title and attached remuneration.

April 2024