

Job Description: Secondary Tutor (maternity cover)

Reports to: Deputy Head of ATT

Location: London with travel across the country for meetings and school visits

Contract: FTC (1-year maternity cover)

Pattern: Full Time

Salary: £45,000 £50,000 (depending on experience)

About the role

Working alongside a team of other Tutors, Curriculum Leads and Subject specialists, the Secondary Tutor will deliver world-class training and development to trainees and ECTs. The Secondary Tutor will also work with our in-school mentors and ATT Leads to make sure they are developing their practice and are provided with training that is relevant to their needs.

ATT Tutors are phase or subject specialists which enables them to provide the highest quality training and support for both trainees and mentors. The impact of phase specialism is emphasised in the ITE Inspection Handbook and the ITE Core Content Framework. The curriculum sits at the heart of the ATT training programme and our tutors' phase or subject specialism ensures that trainees can rely on their expertise.

In order to excel in the role, the Secondary Tutor 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 understand best practice in teacher training and development. We are looking for someone who has experience of educational leadership, either at a senior or middle leadership level. Most importantly, we are seeking someone who has a strong interest in our work with the drive and desire to improve educational outcomes for disadvantaged students.

Key Responsibilities

- Manage a portfolio of schools and be responsible for the quality of provision and trainee progress within these schools
- Ensure that training is coherent and of consistently high 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
- Develop in-school mentors through co-coaching and facilitation of training to ensure they can contribute to trainee progress and development effectively
- Oversee and support the school in the well-being of all trainees in their cohort
- Support the implementation and delivery of our ECT and Professional Development Training
- 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 consistently develop world-class training and development programmes
- You may be asked to support operational aspects of the delivery work of the wider Ark Institute team as directed by your line manager

Other

- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network and partner schools, to establish good practice throughout, offering support where required
- This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager

Expectations

- Some evening work to support and facilitate the programme
- Main location is London with some travel across the country for meetings and school visits

Person Specification: Secondary Tutor (maternity cover)

Qualifications

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

Knowledge & Skills

- 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 and the Early Careers Framework
- 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
- Has a strong network of teachers and teacher educators across a number of schools and training and development providers
- Experience in schools serving disadvantaged communities
- Driving licence

Personal Qualities

- Flexible, highly organised and able to prioritise work to meet deadlines
- Hard working, detail orientated, and systematic
- Confident and tenacious
- Ability to think creatively
- Committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature
- A self-starter with a flexible approach to work and willingness to do whatever it takes
- Enjoys working under pressure and able to take personal accountability for delivery of goals
- Highly articulate with discerning and sensible judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).