

Job Title	TRAINING MANAGER
Dates of employment	This is a fixed term contract from 1 st September 2019 to 30 th June 2020
FT / PT	Part-time (0.3) 1.5 days (equivalent) with the possibility of this extending to two days Flexible role
Pay Scale	Teachers' Pay: UPS2 – UPS3 (depending on the experience of the candidate)
Job overview	Training managers are responsible for the wellbeing and progress of trainees. Through regular visits and communication, they will support trainees and teacher tutors by offering high-quality guidance and support. They also ensure that the school-based training meets course expectations.
Job Description / responsibilities	<ul style="list-style-type: none"> ▪ support with the planning and delivery of trainee induction ▪ visit partnership schools fortnightly and meet with trainees and their teacher tutors to review the trainees' progress ▪ carry out a joint observation with the teacher tutor each half term (or more regularly if deemed necessary) ▪ be responsible for the building of a strong positive relationship with partnership schools by maintaining good communication with teacher tutors, mentors and headteachers ▪ ensure that all requirements are being met within partnership schools and address issues, if required, with the support of the course leader and/or head of training ▪ meet fortnightly with the course leader and head of training to report on the progress of trainees in partnership schools and the quality and consistency of school-based training ▪ alert the head of training and/or the course leader of any issues within schools or concerns about the wellbeing or progress of trainees ▪ maintain all relevant paperwork relating to their training manager role ▪ provide continued support and guidance for trainees on their portfolio of evidence against the standards and quality assure this evidence ▪ mark trainees' evidence bundles, maintain an accurate log against the standards and provide detailed feedback to the trainee in a timely fashion. ▪ contribute to the marking and moderation of QTS assignments ▪ complete written references for trainees seeking employment
Person Specification	<ul style="list-style-type: none"> ▪ a secure and proven understanding of teaching and learning, together with an extensive knowledge of what outstanding practice looks like, particularly across key stage 1 and key stage 2 ▪ excellent interpersonal skills and the ability to forge strong relationships with a wide range of stakeholders ▪ substantial experience of coaching and mentoring teachers ▪ the ability to communicate both verbally and in writing to a wide range of audiences ▪ strong organisation, good time management and attention to detail ▪ experience of supporting trainee teachers and their tutors within the classroom ▪ thorough knowledge and understanding of the Teachers' Standards and how these can be effectively evidenced ▪ use of a car ▪ flexibility of working hours is required for this role

	Travel expenses will be covered by Bourton Meadow ITTC.
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