

**JOB DESCRIPTION**

**Job Title:** Link Tutor

**Reporting to:** Head of Partnership

**Contract Type:** Hourly paid academic

**Hourly rate:** Band G, starting point 31

**Overall Role**

The role of the Link Tutor is:

• To facilitate and promote the student teacher’s professional development as provided by St Maryʼs and in partnership with school mentors

• To assess the student’s level of performance against a set of Standards in liaison with school mentors

• To liaise between St Maryʼs and partnership schools – this may require tact, diplomacy, discretion and initiative – remembering that the students are guests in partnership schools

• To establish and maintain effective lines of communication between all partners and maintain regular contact with the school

• To act as an ambassador for the University

• To keep up to date with current educational/government initiatives

• To attend training sessions provided by St Maryʼs and implement changes accordingly in practice

• To use School Experience evaluations as a springboard for self-reflection and improvement of own practice

**Responsibilities**

Link Tutors are responsible for:

• Attending all training provided by St Maryʼs in relation to this role

• Being aware of all the School Experience documents and their use by all parties involved

• Being abreast of current educational issues and government initiatives

• An awareness of the lectures covered in college

• To lead SE INSET in schools in accordance with the guidance in the LT Handbook

• Being aware of the students targets from previous SE where appropriate

• To observe the students (wherever possible jointly) and provide constructive and support feedback and recommendations

• To set and agree SMART targets to help aid the studentʼs progression

• To carefully check the SE files to ensure all evidence, assessment and reflections are taking place in accordance with the Profile of Professional Standards

• To work collaboratively and professionally with all parties (student. AT, CTM, Partnership)

• To carefully assess the students against the Standards

• To encourage the students in the process of self-reflection through questioning, training log and professional dialogue

• To manage in a professional manner and issues that may arise from SE and communicate these effectively to the Partnership office

• To issue a Cause for Concern when necessary, following the procedures set out in the LT handbook

• Ensuring any external moderators involved are fully informed of the SE and the students progress

• Writing Final Reports

• To shadow other LT and part take in the Buddy programme as a means of continual professional development

• To reflect on school experiences to improve practice

• To undertake any other duties as requested by your line manager

**General Protocol**

• The Link Tutor should establish effective lines of communication between all partners and maintain regular contact with the school.

• The Link Tutor is expected to make appointments to visit in advance.

• The Link Tutor should announce his/her arrival with the school office.

• The Link Tutor should engage in discussion with the class teacher/ and or school tutor as often as possible regarding the students progress.

• If the school tutor is absent during the visit then the Link Tutor should make a follow up phone call or e mail.

• The Link Tutor should undertake joint observations with school based staff whenever possible.

The nature of the precise role will depend on the level of partnership between St Maryʼs University and the placement school. However the Link Tutor is at all times available in a consultative and supportive role, and is the first point of reference for school personnel and students in the resolution of problems. Where such problems cannot be resolved they should be referred to the Partnership Co-ordinator.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Education level / qualification** | * Degree or equivalent in relevant subject or relevant professional qualification/professional experience * Recognised teaching qualification | * Masters degree |
| **Skills and Knowledge** | * Ability to establish effective lines of communication between all partners and maintain regular contact with the school * Good level of understanding and knowledge of the related teaching material * Excellent presentation skills; * Good organisational skills including the ability to meet deadlines; * IT Skills – including MS Office packages. * Approachable, able to communicate with clarity and coherence, focused, concise when required, use of appropriate vocabulary/ terminology |  |
| **Experience** | * Preparing and presenting information in a clear and concise way * Up to date with educational initiatives, professional, ability to lead by example, knowledgeable. | * Higher Education teaching experience |
| **Personal Qualities** | * Approachable * Patient * Reliable * Self-motivated * A willingness and ability to acquire teaching quality standards including examination standards and procedures. |  |

**St Mary’s University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.**