

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

#### **Teaching & Scholarship**

Title:	Head of ITE Mentoring and Partnerships
Grade:	Grade 8+1
Responsible to:	Heads of Programmes (ITE): Head of Programmes - Primary and Early Years ITE Head of Programmes - Secondary, FE and Teacher Development

### **MAIN PURPOSE OF THE JOB**

Within the Faculty, the post holder will provide operational leadership and management of ITE mentor training and operational leadership, management and quality assurance of ITE partnership development across the primary, secondary and further education phases. This is an exciting post, in which you will be responsible for building new partnership relationships with settings, schools and colleges and promoting the BGU partnership across the region.

Working collaboratively with the Heads of Programmes (ITE), you will drive strategic and operational partnership development across all ITE phases, ensuring the smooth and compliant delivery of the ITE mentoring curriculum, and assuming responsibility for the standards and quality of mentor training and outcomes, delegating and working with relevant teams as necessary.

### **KEY TASKS**

#### **ITT Mentoring Leadership**

- Provide operational leadership for mentor training and delivery of mentoring across the partnership, devising and delegating management responsibilities as appropriate within the scope of the post.
- Ensure the quality and compliance of mentor training curricula, including the revised Quality Requirements 2024/2025.
- Monitor, evaluate and improve the effectiveness of learning, teaching and assessment within mentor training and delivery, liaising with external partners where appropriate.
- Monitor compliance with, and completion of, key quality and administrative processes feeding into ITE programme validation and re-validation, self-evaluation, inspection, audit, approval, monitoring and review, preparing documentation and writing reports as appropriate and delegating as necessary.
- Undertake a leading role in the management of ITE inspections and other external quality assurance, accreditation and compliance processes, to include the preparation of relevant documentation, delegating as necessary.
- Monitor engagement with and completion of mentor training, delegating where necessary.
- Work with academic programme teams to embed consistency in mentoring and communication with school-based mentors.

#### **ITE Partnership Leadership**

- Within the parameters set by the Heads of Programmes (ITE), to provide strategic leadership in the development of ITE partnerships between the University and other relevant organisations.
- To act as lead contact in relation to ITE partnerships, building new relationships with settings, schools and colleges, and maintaining long-standing connections across the region.

- To update the Heads of Programmes (ITE) on developments within the partnership.
- Work collaboratively with the Heads of Programmes (ITE) and the Partnership Office to assist the smooth operation of any partnership activities, including the issuing and signing of partnership agreements.
- Represent the Faculty, delegating where appropriate, at internal and external events and meetings as necessary, relating to ITE partnerships.
- Attend appropriate training and staff development sessions and to help identify development needs of colleagues.
- To arrange, attend and Chair, as appropriate, relevant partnership committees, groups and meetings.
- Ensure appropriate mentoring programme support in relation to administrative and technical needs.
- Be involved in Faculty strategic planning and contribute to the institution's strategic planning processes, including playing a key role in contribution to ITE programme self-evaluation, post-accreditation development and Ofsted planning.
- To work closely with the Placement Services Office to develop capacity within ITE partnerships with schools and to support the effective and timely placement of trainees in schools and to develop partnerships consistent with the University's priorities.
- To oversee the communications between the University and its partners to ensure the highest quality and standards of accuracy in all related published material, including currency of content.
- To deputise for Heads of Programmes and other senior ITE staff where appropriate.

### **Teaching and Learning**

- Contribute to teaching, learning and assessment across the Faculty, agreed with the Heads of Programmes (ITE) and commensurate with the responsibilities of the role.
- Use appropriate teaching, learning support and assessment methods.
- Undertake trainee placement visits as negotiated with the Heads of Programmes (ITE).
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Monitor student progression and achievement.
- Provide appropriate support and advice to students.

### **Scholarship**

- Undertake an appropriate level knowledge exchange, publication and/or scholarship in a relevant discipline.
- Support the development and delivery of knowledge exchange projects and proposals.
- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship/knowledge exchange to teaching and appropriate external activities.
- Write or contribute to publications or disseminate scholarly findings using other appropriate media.

### **Liaison and networking**

- Participate in the recruitment, selection and admission of students.
- Lead and develop internal networks for the benefit of the University.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

- Participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

### **Managing people**

- Provide academic leadership to those delivering mentor training.
- Contribute to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.
- Line manage members of the ITE team, as appropriate, following HR training.

### **Teamwork**

- Help to ensure that teams within the Faculty work together.
- Participate to help resolve conflicts within and between teams.

### **General**

- Maintain professional standards in relationships, including non-discriminatory practices.
- Take a leading role in the wider academic and professional life of the University through membership of committees, working groups and examination boards and through attendance at other events as appropriate.
- Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
- Participate in relevant training and staff development activities.
- Undertake any other duties that may reasonably be required.

### **Performance Monitoring and Review**

- Agree objectives and targets with the Line Manager in accordance with University priorities and to participate in the staff appraisal process.
- Agree objectives and targets with those you line manage.
- Provide written reports on activity as requested.

### **Health and Safety**

- Discharge all relevant health and safety responsibilities.

### **MAIN CONTACTS**

- Heads of Programmes – Primary and Early Years ITE / Secondary, FE and Teacher Development
- Academic Faculty staff within the ITE portfolios
- Placement Services Office

### **LIMITS OF AUTHORITY**

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all of the University's institutional policies and codes of practice.

**PERSON SPECIFICATION**  
**Head of ITE Mentoring and Partnerships**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Special Training</b>	<p>A relevant first degree.</p> <p>A relevant higher degree (eg Masters).</p> <p>Qualified Teacher Status (QTS).</p>	<p>PhD/EdD (completed or nearing completion).</p> <p>Fellowship of the HEA.</p> <p>Membership of professional body.</p>
<b>Knowledge and Skills</b>	<p>Specialist expertise in a relevant ITE subject or phase.</p> <p>Excellent social skills, able to build relationships with school leaders.</p> <p>A specialist knowledge of teaching and learning in the primary, secondary or further education sectors.</p> <p>Extensive specialist knowledge of initial teacher education (including a confident grasp of the Ofsted ITE Inspection Framework and the DfE Quality Requirements for ITT).</p> <p>A specialist knowledge of delivering mentoring and coaching programmes.</p> <p>Secure knowledge of the professional contexts in which teacher development takes place.</p> <p>Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods.</p>	<p>Extensive relevant broad-based knowledge of the wider education context.</p> <p>Knowledge and skills in the design of mentor training curricula.</p>
<b>Experience</b>	<p>Successful experience of teaching in the primary, secondary or further education sectors.</p> <p>Successful experience of mentoring in ITE.</p> <p>Experience of working with Ofsted (for example, during ITE inspections) and self-evaluation processes.</p> <p>Successful experience of exercising responsibility within the primary, secondary, further education or higher education sectors.</p>	<p>Successful experience of leadership within ITE.</p> <p>Successful experience of designing and delivering mentor training in ITE.</p> <p>Experience of delivery or leadership of international ITE.</p> <p>Track record of research publication/output.</p> <p>Evidence of bidding for external grants/participation in collaborative projects.</p>

	Successful engagement in the recruitment of students, marketing of courses or promotion of academic provision.	<p>Experience of supervising students up to and at doctoral level.</p> <p>Experience in recruiting to ITE programmes, marketing and validating courses within an HEI context</p>
<b>Personal Attributes</b>	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative, progressive and forward thinking in solving problems.</p> <p>Student-centred; willing to offer help and support, approachable.</p> <p>Committed to working in partnership with others.</p> <p>Committed to the success of the Faculty and the University.</p> <p>Good personal organisation and meticulous attention to detail.</p>	