

## Cheviot Learning Trust – Initial Teacher Training Mentor – JOB DESCRIPTION

<b>Post Title</b>	Initial Teacher Training Mentor
<b>Salary/Grade</b>	Band 5, SCP 12 – 17
<b>Workplace</b>	The Three Rivers Teaching School Hub
<b>Responsible To</b>	Teaching School Hub Manager
<b>Date</b>	From 1 September 2026

<b>Job Purpose</b>	To work closely with the Teaching School Hub (TSH) team, trainee teachers and tutors, providing guidance to students completing their teacher training with us and in support of their learning and progression.
<b>Resources</b>	<b>Staff:</b> None
	<b>Finance:</b> Assist with invoices and reconciliation of all Initial Teacher Training (ITT) events, placement costs and general financial administration.
	<b>Physical:</b> Office equipment, medical facilities
	<b>Clients:</b> Internal (trainee teachers, Teaching School Hub staff, Trust staff) and external (school placement mentors and leaders, prospective trainee teachers, visitors, NiOT)
<b>Duties and Key Result Areas</b>	<p><b>Organisation</b></p> <ol style="list-style-type: none"> <li>1. Liaise with the ITT Lead, NiOT and TSH team to monitor trainee progress, working with identified individuals, groups and cohorts of trainees to enable their progression</li> <li>2. Provide academic advice and welfare support to trainees, appropriate to their individual needs</li> <li>3. Attend regular team meetings and arrange appointments, interviews, trainee meetings, meetings with prospective trainees and NiOT as necessary</li> <li>4. Assist in the management and monitoring of trainee teachers academic progress, as well as supervising their progress in their evidence files and on placement</li> <li>5. Contribute to Train to Teach events and prospective trainee interviews as required</li> <li>6. Assist with trainee welfare duties associated record keeping, liaising with placements and NiOT where necessary</li> </ol>

7. Be part of the TSH team, helping in the DfE apply process, the recruitment process and onboarding
8. Assist in the development and support of positive intervention strategies for trainees at risk of failing

### **Administration**

1. Analyse and evaluate trainee data as required
2. Assist with complex administrative procedures, i.e. the DfE application system, using appropriate specialised software, e.g. Dynamics
3. Maintain accurate records of all meetings and interventions, sharing and distributing information as required, e.g. Dynamics, internal tracking
4. Provide information, advice and guidance to trainees and school placements
5. Undertake research and provide information to inform decisions; maintain an effective CPD record
6. Assist in following up and monitoring trainee non attendance
7. Trainee bursaries, tuition fees and placement fees

### **Resources**

1. Operate relevant ICT packages
2. Use appropriate specialised software in relation to DfE Apply and NiOT Dynamics
3. Assist with purchasing and invoicing for all trainee events, placements and routine financial administration
4. Support the administration of the TSH ITT Team

### **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, GDPR, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the Teaching School Hub
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to

	<p>undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p> <p>Cheviot Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p>
<p><b>Work Arrangements</b></p>	<p><b>Transport requirements:</b> Ability to drive</p> <p><b>Working conditions:</b> Normally indoors</p> <p><b>Hours:</b> 24 hours per week, term time only + 5 days in the holidays</p>