

Job Description

Post Title: Lead Mentor

Pay Scale: **Honorarium**
2025/26 - £1250 for development of subject curriculum & shortlisting and interviewing
2026/27 - £350 per trainee per term plus £250 per term for shortlisting and interviewing

Responsible to: SCITT Director

Main Purpose of the Post:

- To ensure the effective implementation of the training curriculum in placement schools by supporting and developing school-based mentors.
- Reporting directly to the SCITT Director, Lead Mentors are responsible for the quality assurance of school-based mentoring. They work closely with mentors to strengthen their practice, embed YHTT systems, and ensure trainees are making clear progress against the ITT Core Content framework (ITTECF) and the Teachers' Standards. A key aspect of the role is ensuring that mentor feedback is both precise and actionable.
- Lead Mentors provide professional and effective support to ensure that trainees are guided in applying the YHTT curriculum in classroom practice. They help ensure that trainees receive high-quality, developmental feedback and that mentors are confident in their roles and responsibilities. Through this support, Lead Mentors help create strong, collaborative relationships between mentors and trainees, enabling them to reach their full potential.
- In addition to ongoing support, Lead Mentors, together with the central YHTT team, also provide targeted intervention when needed, ensuring that school-based mentors are professionally empowered and well-equipped to fulfil their role.
- Working in partnership with the central YHTT team, Lead Mentors help to strengthen a network of collaboration across schools, fostering a culture of excellence and continuous improvement across the YHTT partnership and its wider network of placement schools.

Principal Accountabilities:

- Overall responsibility for the recruitment of quality trainees for their subject area through a rigorous recruitment and selection process.
- Overall oversight of trainee progress in their subject area through the year and identification of intervention where required.
- Provide supervision and quality assurance of mentors to ensure consistent and effective implementation of the YHTT curriculum in placement schools.
- Observe trainees, mentors and apprentices in learning, teaching and assessment settings, providing effective and precise feedback to support their development and progression.

- Identify the highest leverage action points and model, explain and deconstruct these effectively during subject training days, to enable trainees/apprentices to learn coherently and implement in their own practice.
- Provide regular feedback to mentors on weekly interactions to ensure that feedback is granular, specific and aligned to the YHTT curriculum and feedback model.
- Intervene, when required, to provide more targeted support and guidance to mentors to further refine their role and expertise.
- Providing high-quality professional development to the trainees in their subject area.
- Support the implementation of the mentor training curriculum to ensure mentors are well prepared for their role to guide and support trainees.
- Attend Lead Mentor induction and training throughout the year to be fully prepared for their role and responsibilities.
- Recommend trainees and apprentices for QTS award at the assessment board meeting at the end of the programme.
- Demonstrate a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Able to work as part of a team and use own initiative.
- Efficient and effective organisation, prioritisation and time-keeping skills.
- Outstanding leadership and communication skills and the ability to motivate a team.
- Extensive knowledge of ITTECF policies and strategies.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Proven track record of managing staff performance.
- Proven track record of curriculum development models.
- Degree or equivalent level 6 qualification.

- Teaching qualification.
- Possession of a relevant maths, English & I.T. qualification at level 2 (or equivalent)

Creativity and Innovation:

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Motivate stakeholders to engage with the YHTT ITT programmes.

Decision-Making:

Discretion:

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Trust staff.

Consequences:

- Positive impact on the number of participants on the ITT programmes.
- Positive impact on the quality of education offered to trainees/apprentices.

Contacts and Relations:

- Contact on a daily basis with the SCITT Director and the central SCITT team.
- Contact on a daily basis with trainees/apprentices and mentors to offer support and guidance.
- Contact with school ITT leads to raise issues and report information.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

Responsibility for Resources:

Working Environment:

Work Demands:

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment with visits in the employers involving challenging and confrontational circumstances.

Work Context:

- Work is undertaken in an office/school environment with visits in the employee/training site.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature