



## Job Description

<b>Job Title</b>	ITE Partnership and Mentoring Manager
<b>School/Service/Institute</b>	School of Health, Education, Policing and Sciences
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 8
<b>FTE/Hours</b>	1.0 FTE

### Job Purpose

The ITE Partnership and Mentoring Manager will ensure that the quality of Initial Teacher Education (ITE) Partnership and Mentoring within the Partnership is monitored and maintained in line with OFSTED expectations (set out in ITE Inspection Handbook) and DfE expectations following the 2024 Market Review.

The purpose of the role will include the following key areas of responsibility:

- To be responsible for the strategic development, co-ordination and quality assurance of all aspects of practice based learning within the ITE partnership
- To ensure that all practice based learning is of a high quality, is safe and meets all appropriate internal and external quality assurance standards and benchmarks within the ITE partnership
- To be responsible for the strategic provision & development of new and existing practice based learning opportunities and activity including curriculum development, programme review and validation within the School.
- To manage and monitor complaints and issues of concern arising from or occurring within practice-based learning and placements using relevant University policies and procedures
- To take the strategic lead on any issues related to practice based learning and course accreditation by professional and industry bodies
- Ensuring compliance is met for all students and placements
- Plan, manage and deliver mentor training
- Visit placements to ensure mentoring is of appropriate standard
- Record students and placements on DfE portals
- Leadership of the workbased and academic practice learning for students, especially

those on OFSTED accountable courses, in terms of placement allocation, monitoring, reporting and general partnership developments.

- Leadership and line management duties of appropriate staff

### Relationships

Reporting to:	Director of the Institute of Education
Responsible for:	No line management responsibilities

### Main Activities

- To work alongside the Director of the Institute of Education, Course Director of ITE and the Associate Dean (Students) to ensure high quality and relevant practice based learning opportunities
- To be responsible for the strategic development, co-ordination and quality assurance of all aspects of practice based learning within the ITE partnership
- Plan, manage and deliver mentor training within the ITE partnership
- To provide strategic co-ordination and management within the School in relation to practice based learning across all departments
- To provide strategic co-ordination and management within the School in relation to maintaining and developing professional and industry accreditation as appropriate
- To undertake a leading role in the development of good practice (including QAA Quality Code mapping) in relation to practice based learning including good practice in relation to equality and diversity
- To proactively contribute to curriculum development, review and continuous monitoring in relation to practice based learning
- To ensure that practice based learning developments and course accreditation are efficiently resourced
- To lead and manage the School's placements function including the proactive identification of placement opportunities
- To manage and cultivate the School's database of placement providers and placement students acting as the principle contact between the School and providers in business and industry
- To be responsible for the oversight of up to date and ongoing tracking/recording of student placement performance
- To manage relationships between the School and placement providers during the period of placements, including the handling of complaints
- To prepare reports and data as required in respect of the placement and accreditation activities
- To represent the School in respect of placements at University level and to liaise closely with support functions in to support consistency of approach to practice

learning and placements

- To lead in the formulation and implementation of policies, practices and procedures within the School and particularly in respect of placements
- To participate in University wide activities as required through membership of committees, working groups etc.
- To undertake teaching, research and enterprise activities in your specialist area as appropriate
- Any other duties as may be reasonably required from time to time
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

### **Special Conditions**

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

### **Professional Development**

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

### **Variation to Job Description**

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

## **Application Procedure**

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.