

The university subject/personal development tutor

Each trainee teacher is allocated to a university subject and or professional development tutor (PDT), the PDT is allocated to the trainee according to their specialist subject, and their role it is to support the trainee throughout the course. In partnership with the school, the tutor's role is focused upon ensuring that the training is rigorous and effective. In order to ensure that the trainee progress is at the expected rate, or better, a key focus of the tutor's role will be to organise quality assurance visits to the school.

The direct support for the trainee from the tutor involves holding termly tutorials to discuss trainee teachers' progress, marking trainees' assignments, and liaising with the school to quality assure the placements and provision for the trainee as agreed by the partners. The subject and or professional development tutor is the first point of contact with schools in which their trainees are placed with regard to subject knowledge, assignments and tutorials.

S/he will:

- following an initial subject audit, agree and monitor targets and action points for the trainee teacher which should be addressed in schools as well as in the Faculty;
- during tutorials, agree and monitor targets and action points which will help the trainee teacher to achieve the Teachers' Standards;
- visit each placement school to assure the quality of provision;
- liaise with subject and professional mentors to ensure that appropriate training is provided;
- support mentors in their supervision and assessment of trainees;
- where appropriate, jointly observe lessons taught by trainees and participate in the discussion which follows;
- moderate the assessments made by schools;
- recommend and assist in the organisation of visits by external examiners;
- assist the trainee teacher to complete the Career Entry and Development Profile and write the trainee teacher's reference.