

Job description for the post of: Lead Mentor - Kingsbridge Initial Teacher Training (ITT) programmes

Salary Range: Salary range: £42,057 to £49,232, depending on experience.

FTE 1.0

Permanent

Work Pattern: 195 days directed annually operating on a hybrid office, school and home basis.

Responsible to:

Kingsbridge Strategic Director

Supervision / Line Management Responsibilities of the post:

School-based mentors in placement schools.

Role Purpose:

Achievement through Collaboration is a multi-academy trust comprising strong schools across Blackpool, Blackburn, Wigan, and Lancashire. The Trust is an accredited Initial Teacher Training (ITT) provider through Kingsbridge EIP SCITT, which operates a network of Teacher Training Hubs across the North West, delivering high-quality training programmes in schools and trusts.

The Trust places strong value on the role of mentors, recognising them as pivotal to the successful development of trainee teachers through its ITT provision. As a Lead Mentor, you will be a key member of the Kingsbridge EIP SCITT team, responsible for ensuring trainees receive an excellent training and mentoring experience throughout the programme. You will lead a team of mentors, providing rigorous quality assurance of mentor interactions to ensure consistency and effectiveness. You will also oversee the progress of trainee teachers, working collaboratively with both trainees and mentors to support their journey toward achieving Qualified Teacher Status (QTS).

Role Overview:

Lead Mentors play a vital role within the Kingsbridge Initial Teacher Training (ITT) programme. They ensure the effective implementation of the training curriculum in placement schools by supporting and developing school-based mentors.

Reporting directly to the SCITT Strategic Director, Lead Mentors are responsible for the quality assurance of school-based mentoring. They work closely with mentors to strengthen their practice, embed Kingsbridge systems, and ensure that 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 Kingsbridge 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 trainees to reach their full potential.

In addition to ongoing support, Lead Mentors 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 AtC and Kingsbridge Leadership Teams, Lead Mentors help to strengthen a network of collaboration across schools, fostering a culture of excellence and continuous improvement across the Kingsbridge SCITT and its wider network of high quality Hubs and placement schools.

Main Responsibilities

- Overall oversight of trainee progress through the year and identification of intervention where required.
- Provide supervision and quality assurance of mentors to ensure consistent and effective implementation of the Kingsbridge 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 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 Kingsbridge 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 and support to a group of trainees in our partnership schools.
- Support the implementation of the mentor training curriculum to ensure mentors are well prepared for their role to guide and support trainees.
- Co-ordination of the intensive training and practice elements of the curriculum and the quality assurance of trainees' and mentors' interaction with ITAPs
- Contribute to ongoing evaluation and improvement planning alongside the Kingsbridge Leadership Team.
- Attend Lead Mentor induction and training across the course throughout the year to be fully prepared for their role and responsibilities
- Recommend trainees and apprentices for QTS award at the end of their training programme
- Demonstrate a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Champion and demonstrate the Achievement through Collaboration Trust values of Achieve Belong and Collaborate and Kingsbridge vision and values of 'Making a Difference' in day to day work and interactions with all stakeholders.

Core Competencies:

Trustwide Responsibilities

- Promote the Trust's values and act with respect and integrity; to serve our schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.
- Champion the Trust's core values of Achieve, Belong, and Collaborate in day to day work.
- Contribute to the wider life and community of the Trust, supporting shared initiatives and collective goals.
- Maintain confidentiality, professionalism, and integrity in all interactions.
- Undertake any other reasonable duties in line with the role and Trust requirements.

Safeguarding & Child Protection

All staff must:

- Commit to safeguarding and promoting the welfare of children and young people.
- Understand and adhere to the Trust's safeguarding policies and procedures.
- Participate in relevant training and report any concerns promptly.

Health and Safety

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Other responsibilities all employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure that records are managed appropriately and that data is secured.
- Participate in training and other learning activities as required
- Participate in the trust/Kingsbridge Appraisal and Development Processes
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the trust/Kingsbridge at events as appropriate
- To support and promote the trust/Kingsbridge ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Kingsbridge Leadership Team

Prepared by:

Sue Darbyshire

Date:

02nd Sept 2025

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

Achievement through Collaboration Trust and Kingsbridge EIP SCITT are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

All post holders must comply with Achievement through Collaboration Trusts professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder. Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification for the post of: Lead Mentor	Essential	Desirable	Assessed by
Qualifications and Experience			
<ul style="list-style-type: none"> Hold Qualified Teacher Status (QTS) 	Y		A
<ul style="list-style-type: none"> Hold a recognised qualification for mentoring, coaching or the development of others e.g. NPQLTD. 		Y	A
<ul style="list-style-type: none"> Hold a valid UK Drivers' Licence and insurance covering business use. 		Y	A
Experience			
<ul style="list-style-type: none"> Have expertise in the primary and/or secondary phase and have been a successful teacher. 	Y		A, I, T
<ul style="list-style-type: none"> Have experience of working as a mentor for ITT or ECF. 	Y		A, I
<ul style="list-style-type: none"> Have prior strong leadership experience of working in/ with a range of schools/settings. 		Y	A, I
Knowledge and Skills			
<ul style="list-style-type: none"> Have excellent classroom pedagogy and good awareness of evidence-based teaching practices. 	Y		A, I, T
<ul style="list-style-type: none"> Have an understanding of both the Teachers' Standards and Initial Teacher Training Early Career Framework (ITTECF). 	Y		A, I, T
<ul style="list-style-type: none"> Have a deep understanding of the ITE 2024 criteria and guidance for mentoring. 	Y		A, I, T
<ul style="list-style-type: none"> Have a proven track record of developing teachers' knowledge and skills. 	Y		A, I, T
<ul style="list-style-type: none"> Demonstrate a commitment to and strong understanding of safeguarding procedures, practices and an up-to-date knowledge of legislation. 	Y		A, I
<ul style="list-style-type: none"> Ability to maintain productive and positive relationships with colleagues, trainees/apprentices and school partners 	Y		A, I, T

<ul style="list-style-type: none"> • Ability to prioritise work efficiently and accurately and work to deadlines. 	Y		A, I, T
<ul style="list-style-type: none"> • Have excellent interpersonal skills and verbal and written communication skills. 	Y		A, I, T
<ul style="list-style-type: none"> • Demonstrate proficiency in the use of technology, specifically Google Classroom, or a willingness to learn. 		Y	A, I, T
<ul style="list-style-type: none"> • Have an up to date working knowledge of research informed practices and high-leverage practices that lead to teacher expertise growing more quickly. 		Y	A, I, T
Demonstration of AtC values of Achieve, Belong Collaborate			
Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.	Y		A,I,T
Belong: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values	Y		A,I,T
Collaborate: ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others	Y		A,I,T
Safeguarding: Demonstrates a clear commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and is willing to undergo appropriate checks and training as required.	Y		A,I,T
Equality, Diversity & Inclusion: Committed to actively promoting and embedding principles of equality, diversity, and inclusion.	Y		A,I,T
Health & Safety: Understands and upholds responsibilities relating to health and safety, ensuring a safe working and learning environment for all.	Y		A,I,T