

EYITT Personal Tutor Person Specification

Overview of the EYITT Personal Tutor Role from the Early Years Director:

As Personal Tutor you will work with between 1 and 5 EYITT trainees over the duration of their 12- month training programme. The trainees are spread across the country. We will allocate trainees to you based on your home base location.

You will provide pastoral support and encourage engagement to ensure all trainees engage with the programme. You will observe the trainees a minimum of 5 times over the course of the year in their home or placement settings. You will grade the quality of their teaching across the 0-5 age range.

In order to provide the appropriate support, all Personal Tutors will usually current EY practitioners. Personal Tutors will also have to demonstrate their understanding of how to access trainees teaching and care across the 0-5 age range including reception teaching.

Overview of Online Tutor Training & Deployment:

For each prospective new Personal Tutor there is an initial undertaking of tutor training course which is designed to prepare and develop you for the role and familiarise you with the EYITT requirements for trainees.

Following completion of the tutor training course all newly trained tutors will be supported by the Quality Manager and will be accompanied on their first visits to settings/school.

Overview of Tutor Workload/Responsibilities:

The personal tutor visits trainees a minimum of five times, within set tutor visit windows. This includes visits whilst on placements.

The personal tutor will observe trainees in their workplace setting at each visit and liaises with the school/ setting mentor and lead trainer within the setting to undertake joint observations. Moderation visits will be made by the QA tutor.

The personal tutor supports the school/setting mentor to be effective in their role. This includes supporting mentor meetings in setting and remotely.

The personal tutor also checks that any necessary placements are arranged and attended, giving suggestions for schools/settings if required. The Best Practice Network programme co-ordinator can also advise.

The personal tutor also:

- provides feedback on work completed by the trainee
- reviews the Teaching File and learning sequences on each visit

- maintains a weekly dialogue with the trainee through feedback on the training plan and assessment records
- conducts termly professional learning conversations and sets targets to support trainees to make progress and master the EYITT curriculum
- makes the recommendation about the award of Early Years Teacher Status and grading - in June.

Required Experience:

Personal Tutors will have significant early years experiences in settings and schools across the 0-5 age range.

It is also essential that Personal Tutors will have had experience of assessing the quality of teaching and providing developmental feedback to practitioners.

Coaching experience is also a desirable feature of their experience.

Experience of online learning environments and provision of adult learning in educational settings such as Canvas or Blackboard is highly desirable.

Required Qualifications:

A good first-degree level is essential.

Required Time Commitment:

Each school/setting visit will take approx. 3 hours to complete. Tutors are required to write observation reports, mark entries to the e-portfolio, assess trainees' teaching files and provide email and telephone support as required on a weekly basis. They are also required to make regular contact with setting mentors and lead trainers.

Ongoing Support & Development

All Personal Tutors will be provided with access to our online Tutor Community which contains support materials and guidance. They will also be provided support from the Quality Manager and Programme Director for the full duration of their deployment.

Next Steps:

If you are interested in undertaking online tutor training & believe you are suitable for deployment as an EYITT Personal Tutor, please complete our [associate application form](#). We run a tutor training course at least once a year and will contact you with details of forthcoming training opportunities in due course.