Lead Teacher Role & Checklist

Lead Teachers use their knowledge of their students and school context to coordinate the programme in collaboration with a Programme Officer. This includes registering students, administering surveys, booking classrooms, supporting students to submit homework and assignments, arranging travel for a Graduation Event, and keeping parents/carers informed.

Timeline	Checklist	Done?
Pre-programme		
By deadline provided	Complete planning form on The Hub.	☐
By deadline provided	Register students on The Hub.	☐
Before Tutorial 1	Send out parent data forms (KS2-4)	☐
Before Tutorial 1	Organise for students to log onto The Hub and complete their pre-programme assessments.	☐
Before launch	Agree placement schedule dates and times with Programme Officer then ensure rooms are booked for Online Launch, Tutor Launch, and tutorials.	☐
During Programme		
Throughout programme	Greet your PhD tutor(s) at reception and show them to classroom(s). Alternatively, please arrange for another member of staff to do this.	☐
Throughout programme	Monitor student attendance and check tutor feedback on The Hub, respond to any tutor email updates.	☐
After Tutorial 1	Check how many students submitted their baseline assignment and support 100% submission rate.	☐
Before Tutorial 6	Work with your PhD tutor to ensure all students submit draft final assignments after Tutorial 5, by the deadline set by the tutor.	☐
Before Tutorial 6	Co-ordinate one-to-one feedback slots across the two-hour session for students and share schedule with your PhD tutor in advance.	☐
Final Assignment Submission	Support students with final assignment submissions, liaise with your PhD tutor to confirm submissions, and support/follow up with students who submit late.	☐
Tutorial 7 and Graduation		
Before graduation	Confirm attendance at your Graduation Event and organise logistics for attending the event, including booking travel.	☐
Tutorial 7	Co-ordinate one-to-one feedback slots across the two-hour session for students and share schedule with your PhD tutor in advance.	☐
Tutorial 7	Organise for students to complete their post-programme surveys straight after receiving their feedback.	☐
Feedback	Complete end-of-placement survey to provide feedback on the programme	☐