ETF Practice Development Groups: Facilitator role and responsibilities

The facilitator role is an exciting opportunity to play a pivotal role in supporting the professional development of other teachers or trainers. Facilitators are responsible for ensuring action learning sets meet and follow the set format to ensure each participant can develop their practice. As a facilitator you are in a trusted, supportive and professional role and have the privilege of seeing others grow as practitioners.

Key responsibilities:

* Attend a profession development event to help support Action Learning Set participants and activities
* Attend launch event and start building rapport with action learning set participants.
* Agree four dates for Action Learning Set meetings with participants (decide if these will be virtual / face-to-face).
* Facilitate each action learning set – remind participants at the start of each session of the format and the focus on embedding English or maths or teaching English.
* Inform coordinator of each participant’s project or focus – work with participants and coordinator to ensure each participant is developing teaching, learning or assessment strategies with regards to embedding English or maths or teaching English.
* Inform coordinator when meetings have taken place and who attended.
* Report any problems or concerns to coordinator as they arise.
* Support coordinator with collection of indirect reach data.
* Attend dissemination event to support action learning set participants.