

JOB DESCRIPTION

Job Title: Graduate Trainee Teacher

Main purpose of the job:

To undertake the duties of a teacher, as set out in the School Teachers' Pay and Conditions Document, while completing the Postgraduate Teaching Apprenticeship programme and working towards Qualified Teacher Status (QTS).

Key duties and responsibilities

- To set challenging teaching and learning objectives which are relevant to all students in their classes.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students' learning.
- To select and prepare resources, taking into account students' interests and their learning needs, language and cultural backgrounds.
- To contribute to teaching team meetings and events.
- To plan for the deployment of any support staff who are contributing to students' learning.
- To plan opportunities for students to learn in out of school contexts.
- To produce long and short-term planning in accordance with school policy and procedures and within required deadlines.
- To implement and review the subject development plan in conjunction with the Leadership Team and/or line manager.
- To develop and audit schemes of work and other documentation related to the subject taught to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for subject taught and make recommendations in order to maintain and develop curriculum provision.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- To make appropriate use of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- To identify and support students with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
- To identify the levels of attainment for students learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
- To record students' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- Achieve Qualified Teacher Status
- Engage fully with the Post Graduate Teaching Apprenticeship.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Qualifications and training	Essential	Desirable
Bachelors degree from a UK higher education institution	✓	
GCSE English & Maths grade C / 4 or above or equivalent	✓	
Competency in literacy and numeracy	✓	

Experience, knowledge, and skills	Essential	Desirable
Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop	✓	
Experience of working with children, even in a voluntary capacity	✓	
Understanding of the role of the teacher and the willingness to learn and adapt teaching style as required	✓	
Excellent interpersonal skills; a high degree of emotional intelligence	✓	
Excellent oral and written communication skills	✓	
The ability to build positive relationships with children and young people, colleagues and parents/carers	✓	
Ability to create an inspiring learning environment which enables children of all needs and abilities to achieve success	✓	
Well-developed planning and organisational skills including time management, prioritisation and administration	✓	
Experience of working in a school or educational environment for example as a Teaching Assistant, HLTA or unqualified teacher		✓
Child protection and safeguarding training		✓
Knowledge of the National Curriculum		✓
Knowledge of effective behaviour management strategies		✓

Personal attributes	Essential	Desirable
Committed to teamwork and working collaboratively with colleagues	✓	
A team player with energy, commitment, enthusiasm, and resilience	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
Commitment to the role & to completion of the course	✓	
Effective communicator	✓	
To have a keen interest in ICT developments, specifically in schools	✓	
Adaptable & responsive to feedback	✓	

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.