



## Job Description – Teacher/Post Graduate Apprenticeship

<b>Job Title:</b> Teacher/Post Graduate Apprenticeship	<b>Pay Grade:</b> MPS/UPS, U1-U6
<b>Term of Employment:</b> Permanent, Full time, Fixed term 12 months apprenticeship	
<b>Designation of Post within School Structure</b>	
<b>Executive Head of School</b> <b>Head of School</b> <b>Deputy Head of School</b> <b>Assistant Head of School</b> <b>Teacher</b>	
<p>This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
<b>Main Duties and Responsibilities</b>	
<b>The Post</b> <p>The Insignis Academy Trust is a growing multi-academy trust based in Buckinghamshire. One of our primary goals is to drive efficiencies across all schools within the trust to bring value for money, sustainability and controls across our growing estate.</p>	
<b>Post Purpose</b> <p>Teaching well-prepared, engaging lessons throughout the school, and acting as tutor to a group of students. Playing a full role in the school community and communicating with appropriately with others in the community</p>	
<b>Role and Responsibilities</b> <ul style="list-style-type: none"><li>• This is a training role; the post-holder is not expected to have the full autonomy of a QTS-holder at the start of the contract.</li><li>• Off-the-Job Training: Requirement to spend 20% of contracted hours on apprenticeship training, including university sessions and mentor meetings.</li><li>• Supervision: Working under the guidance of a designated Mentor to plan and deliver lessons.</li></ul>	



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- EPA Completion: Commitment to completing the Portfolio of Evidence and the End Point Assessment (EPA) within the 12-month timeframe.
- Timetable: A reduced timetable in line with ITT (Initial Teacher Training) requirements.

### Teaching and Learning

- Teach at times and in places designated by the school timetable.
- Teach students using a range of methods and active learning approaches in line with the school's Teaching and Learning Handbook in order to ensure that lessons are stimulating, have pace and challenge, take account of recognised good practice and include appropriate differentiation.
- Be responsible for the learning and progress of each student taught and be accountable to the Subject Leader for the progress that all students make.
- Set homework for each class taught at the times detailed in the published homework timetable for each Year Group.
- Assess the standards of students' achievements through classwork, verbal contributions and the regular setting of homework: where appropriate record these assessments on the school database.
- Write reports on students and contribute to references in line with the school's Assessment policy.

### Communication

- Liaise with the appropriate person (Subject Leader, Form Teacher, Year Leader, SENCO etc.) when a student's academic achievement or behaviour becomes a cause for concern. In the latter case following the agreed procedures given in the school's Behaviour Policy.
- Respond to requests for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
- Work with Associate Teachers, Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.
- Attend Parents' Consultation Evenings and other meetings set out in the directed time calendar.
- Maintain an accurate register of students in lessons and form tutor times.
- Pass on appropriate information to students from the Student Bulletin and other sources.



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### **Tutoring**

- Monitor the overall academic progress of each student in the tutor group.
- Ensure that students are aware of and follow the school's Behaviour Policy, Code of Conduct and Rights for Learning and that students are aware of the behaviour expectations, rewards and sanctions.
- Monitor, regularly, that uniform requirements and standards of students' personal appearance are adhered to, taking appropriate action when necessary.
- Support the work of the attendance officer by alerting students/parents to unexplained absences and, when appropriate, discussing strategies to improve a student's attendance with parents.
- Check, regularly, the use of student planners and promote strategies for good personal organisation and homework completion. Receive and initial student absence letters, indicating that the absence should be authorised and then passing these on to reception via the register.
- Be the first point of contact for parents and teachers for matters relating to members of the tutor group.
- Contribute to conducting individual student interviews on review days.
- Support tutor group representatives on The School Council and ensuring that they have structured time to feedback from School Council meetings and canvass opinion from the student body.
- Attend assemblies as requested (unless a written request has been made to and approved by the Headteacher), escorting and managing the orderly behaviour of students on their way to and during assembly.
- Support the school House System by managing the collection of House points and encouraging students' participation in House activities. Promote the value of participation in other extra-curricular activities.

### **Additional duties for this post**

- Take part in the school's performance management process.
- To ensure that principles of equality are followed at all times in relationships with staff and students
- To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
- Adhere to all school policies and procedures



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- Work towards meeting the school aims and ambitions as set out in the Strategic plan, School Development Plan and Department Development Plan.
- Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the school's Pay Policy.
- Play an active role in the school's self-evaluation process.

Work within the school's Health and Safety policy and safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.



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## Person Specification

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications, knowledge and experience</b>			
Degree in appropriate subject area	✓		Application
DfE recognised teaching qualification	✓		Application
Excellent subject knowledge	✓		Observed lesson
Evidence of continuing professional development		✓	Application
Knowledge and ability in the use of ICT in teaching to enhance learning of students.		✓	Interview
Deep subject knowledge of the KS3/KS6 curriculum.	✓		
Up-to-date with current developments in teaching	✓		Application letter Interview
Clear rationale for the value of their subject within education and the wider community	✓		Presentation Interview
Knowledge of school self evaluation processes		✓	Application Interview
<b>Skills and capabilities</b>			
To teach at KS3, KS4 and KS5	✓		Application



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To enthuse students by teaching imaginatively, employing a variety of teaching styles	✓		Observed lesson
Ability to communicate complex global and environmental issues to young people.	✓		
To create a positive, inclusive learning environment	✓		Observed lesson
To differentiate teaching so that the learning of all students is addressed	✓		Observed lesson
To plan lessons in such a way that all students in the class learn effectively.	✓		Observed lesson
To analyse relevant data to inform teaching and to set challenging targets for students	✓		Application letter
<b>Personal qualities</b>			
Enthusiastic and approachable	✓		Interview
Commitment to extra curricular work	✓		Application Interview
Good interpersonal skills	✓		Interview Observed lesson
Ability to remain calm under pressure		✓	Interview Observed lesson
Clear educational philosophy		✓	Interview



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Commitment to professional development	✓		Interview Application
Willingness to share expertise	✓		Application letter
High expectations of students and their behaviour	✓		Observed lesson Application Interview
Hardworking and conscientious	✓		Interview