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| JOB DESCRIPTIONApprentice Teacher | | | |
| **PLACE OF WORK: Alderman Cogan’s Church of England Primary Academy** | | | **CURRENT SALARY: £20,598 - £32,134 FTE** |
| **REPORTS TO: Headteacher** | | | , |
| **1.** | **MAIN PURPOSE OF JOB**  To contribute to developing your placement school into a great school by teaching a knowledge-led and challenging subject curriculum, teaching highly effective sequences of lessons, and constantly reflecting on your practice. | | |
| **2.** | **KEY TASKS** | | |
|  |  | Plan and deliver high-quality and challenging lessons. | |
|  |  | Ensure planned lessons respond to results of assessment, reporting and monitoring. | |
|  |  | Facilitate a learning environment that provides every student with an opportunity to achieve their potential, including building relationships and managing behaviour effectively to maintain an excellent standard of discipline at all times and a classroom atmosphere that is conducive to hard work | |
|  |  | Maintain high expectations of your students and set them challenging but achievable targets. | |
|  |  | Understand your responsibilities for students with particular needs. These will include identifying students with special educational needs, adapting your teaching accordingly, seeking advice from the SENCO when appropriate, and maintaining adequate records to enable you to feed into whole-school and external reporting. | |
|  |  | Follow all relevant school and departmental policies in the planning and delivery of lessons. | |
|  |  | Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching through: marking and monitoring pupils' work, setting targets for progress, assessing and recording pupils' progress systematically and keeping records to check work is understood and completed. | |
|  |  | Monitor strengths and weaknesses to inform planning and recognise the level at which the pupil is achieving. | |
|  |  | Contribute to the whole school's planning activities. | |
|  |  | Maintain regular records of students’ attainment and progress. | |
|  |  | Ensure the effective and efficient deployment of classroom support where appropriate. | |
|  |  | Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as an Apprentice Teacher. | |
|  |  | Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum. | |
|  |  | Ensure you understand your professional responsibilities in relation to school policies and practices. | |
|  |  | Evaluate your own teaching critically and use this to improve your effectiveness. | |
|  |  | Support colleagues when working in your teacher learning communities. | |
|  |  | Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration. | |
|  |  | Develop strong and positive relationships with students. | |
|  |  | Establish and maintain effective working relationships with colleagues including support staff. | |
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|  |  | Comply with all Academy and Trust policies and procedures. | |
|  |  | To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust’s appraisal process. | |
|  |  | Any other reasonable duties commensurate with the level of the post. | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  None | | |
| **4.** | **MAIN CONTACTS AND RELATIONSHIPS**  Internal: All school staff, pupils, governors.  External: Parents, Outside Agencies | | |
| **5.** | **SPECIFIC AREAS OF RESPONSIBILITY** | | |
| PERSON SPECIFICATIONApprentice Teacher | | | |
| **6.** | **KNOWLEDGE AND QUALIFICATIONS**    **Essential, i.e. the postholder must have:**   * Qualified to at least degree level * GCSE English and Maths grade C/4 or above. * Understanding of the role of the teacher, and the willingness to learn and adapt teaching style as required.   **Desirable, i.e. the postholder would ideally have:**   * Postgraduate qualifications * Strong set of A Levels (especially in the subject being taught) * Engagement through your subject area, and willingness to become a subject expert | | |
| **7.** | **EXPERIENCE**  **Essential, i.e. the postholder must have:**   * Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.   **Desirable, i.e. the postholder would ideally have:**   * Experience of the role developed through school experience – such as working as a Teaching Assistant | | |
| **8.** | **SKILLS AND PERSONAL QUALITIES**  **Essential, i.e. the post holder must have:**   * Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. * The ability to develop positive relationships with all young people. * Well-developed planning & organising skills including time management. * Sound judgement and problem solving skills.   **Desirable, i.e. the postholder would ideally have:**   * A proven ability to use data confidently and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals’ and cohorts’ attainment. * Competent user of ICT. | | |