

JOB DESCRIPTION

Unqualified Trainee Teacher

Main responsibility

Teaching well-prepared, engaging lessons throughout the school.

Teaching and Learning

- Teach at times and in places designated by the school timetable in accordance with the trainee teacher hours permitted for the Teacher Training scheme
- 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

General duties

- Take part in the school's ITT 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
- 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 Schoolteacher's Pay and Conditions document.
- 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.

PERSON SPECIFICATION

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Quals, knowledge, experience	Essential	Desirable
Degree in appropriate subject area	✓	
Excellent knowledge of subject and the way that students learn it	✓	
Evidence of continuing professional development		✓
Knowledge and ability in the use of ICT in teaching to enhance learning of students.		✓
Clear rationale for the value of their subject within education and the wider community		✓
Experience of teaching at Key Stage3, 4 and 5		✓
Skills and capabilities		
To teach at KS3, KS4 and KS5		✓
To enthuse students by teaching imaginatively, employing a variety of teaching styles		✓
To create a positive, inclusive learning environment		✓
To differentiate teaching so that the learning of all students is addressed		✓
To plan lessons in such a way that all students in the class learn effectively.		✓
To manage the behaviour of students effectively		✓
Personal qualities		
Enthusiastic and approachable	✓	
Willingness to contribute to extra-curricular work		✓
Good interpersonal skills with students and colleagues	✓	
Ability to remain calm under pressure		✓
Ability to prioritise and manage time		✓
High expectations of students and their behaviour	✓	
Hardworking and conscientious	✓	