



## Job Description

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**POST TITLE:**        **Apprentice in Teaching supported by GTP**

**GRADE/SCALE:**    **UNQUALIFIED TEACHER 2 £25,193**

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### **PURPOSE OF POST**

- To carry out the professional duties of an Unqualified Teacher including the implementation and delivery of a broad, balanced, relevant and ambitious curriculum for pupils and to support a designated curriculum area as appropriate.
  - To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
  - To contribute to raising standards of pupil achievement.
  - To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
  - To be accountable for the progress of pupils taught as a subject teacher.
  - To take responsibility for promoting and safeguarding the welfare of children and young people within the school.
  - Options of Route 1 – Teacher Apprenticeship with QTS + PGCE (level 7). Route 2 – Teacher Apprenticeship + QTS (level 6). Supported with an internal and external mentor throughout the year.
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### **KEY AREAS**

1. Teaching and Learning
2. Pupil Progress
3. Pupil Behaviour
4. Other Responsibilities



## **DUTIES & RESPONSIBILITIES**

### **1. Teaching and Learning**

As a Postgraduate Teaching Apprentice, work towards being able to teach pupils by planning their teaching to achieve progression of learning through:

- 1.1 Delivering a broad, balanced and relevant curriculum.
- 1.2 Planning and delivering engaging lessons which challenge and enthuse, strengthening pupils' attitudes to learning.
- 1.3 Plan and deliver appropriate syllabuses, resources, schemes of work, marking, policies and teaching strategies in the department.
- 1.4 Teaching your subject for approx. 13 -16 hours per week across two consecutive key stages (Ages 11-16)

### **2. Pupil Progress**

- 2.1 Monitor and support pupil progress and use the information to inform teaching and learning.
- 2.2 Contribute to raising pupil achievement.
- 2.3 Attend parents' evenings and provide constructive feedback to parents on the progress of their child.
- 2.4 Maintain appropriate records and ensure information is up-to-date and accurate.

### **3. Pupil Behaviour**

- 3.1 Maintain discipline in accordance with the school's behaviour management procedures.
- 3.2 Encourage good practice with regards to punctuality, behaviour, standards of work and homework.
- 3.3 To be a tutor to an assigned group of pupils and to undertake that role in line with the expectations outlined in the Staff Handbook.
- 3.4 To promote the general progress and well-being of individual pupils and of the tutor group as a whole.

### **4. Other Responsibilities.**

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- 4.1 Contribute to the department's development plan and its implementation.
  - 4.2 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
  - 4.3 Engage actively in the performance management review process.
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- 4.4 Take part in the development and management of activities relating to the curriculum and pastoral functions of the school.
  - 4.5 Any other duties that might reasonably be requested by the Headteacher.
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**RESPONSIBLE TO:** ITT Co-ordinator

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<b>JD Reference No</b>	
<b>JD Prepared / Amended</b>	March 2026
<b>Refers to Estab(s)</b>	