The Leathersellers’ Federation of Schools

Trainee Teacher of Primary

Salary/Grade

Unqualified Teacher Pay Scale

Responsible to:

Head of School

Liaising with:

Headteacher, Leadership Team, teachers and support staff, Lea staff, external agencies and parents.

Knowledge/Skills/Expertise

* Keep up to date with subject developments
* Keep up to date with developments in pedagogy and how they can be applied in the curriculum
* Develop It skills to ensure that they can be integrated into the department at all levels
* Be committed to your own development

Main duties and responsibilities

Teaching

* Teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* Assess, record and report on the attendance, progress, development and attainment of students and keep such records as required.
* Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
* Undertake a designated programme of teaching.
* Ensure a high quality learning experience for students which meets internal and external quality standards.
* Prepare and update subject materials.
* Use a variety of delivery methods which will stimulate learning appropriate to the student needs and demands of the syllabus.
* Maintain discipline in accordance with the school’s procedures and encourage good practice with regards to punctuality, behaviour, standards of work and homework.
* Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* Mark, grade and provide written/verbal and diagnostic feedback as required.
* Promote high standards of teaching and learning throughout the department.
* Develop appropriate schemes of work at Key Stages 1 and 2 with key stage/subject postholders.

Professional Development

* Engage fully with ITT provider professional studies programme.
* Prepare for and attend weekly meetings with school mentors.
* Complete and submit all assessments in accordance with the ITT provider assessment schedule.
* Attend a 6 week placement in a second school setting.
* Observe teaching throughout the school. Reflect on best practice with mentor.
* Attend a planned residential CPD session with ITT provider.

Staffing/Personnel

* Work with support staff as appropriate.

Supporting the School

* Contribute to the development of school policy.
* Represent the department at appropriate meetings within the school and contribute to working parties where appropriate.
* Contribute to the school liaison and marketing activities, e.g. material for prospectuses and attendance at Open Evening.
* Attend all parents’ evening as appropriate.

Resources

* Manage your teaching area within the department.
* Ensure that the accommodation within the department is maintained to provide the best possible learning environment for the students.
* Assist the Subject Leader in identifying resource needs and contribute to the efficient/effective use of physical resources.
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
* Contribute to the process of ordering and allocation of equipment and materials.

Health and Safety

* Ensure that risk assessments are carried out within your teaching area.
* Ensure that Health and Safety policies and procedures are adhered to.

Pastoral System

* Act as a form tutor and carry out the duties associated with that role in the generic job description.

Additional Duties

* Play a full part in the life of the school community.
* prepare for and attend Faculty and Year Team meetings and support the work of the Faculty and the Year Team
* participate in and support the Performance Management Policy
* assist in the development of the School Improvement Plan and its review mechanism
* undertake specific duties within the Faculty Team as agreed with the Faculty Leader
* undertake such other duties as reasonably required by the Headteacher.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

Be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

PERSON SPECIFICATION: TRAINEE TEACHER

|  |  |
| --- | --- |
|  | Essential |
| Qualifications | * Qualified to at least degree level in a subject related to the subject being taught * GCSE English and Maths grade 4 or above (or equivalent) |
| Knowledge & understanding | * Understanding of the role of the teacher and the willingness to learn and adapt teaching style as required |
| Skills | * 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 * Well developed planning and organisational skills including time management, prioritisation and administration * Sound judgement and problem solving skills |
| Personal characteristics | * Approachable * Committed * Empathetic * Enthusiastic * Organised * Patient * Resourceful |