

## Job Description

### Post: Graduate Co-Teacher

#### Purpose

To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.

#### Duties and Responsibilities

**Graduate Co-Teachers receive support and training from experienced teachers to fulfil the following:**

- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately different in order to maximise the academic potential of all students.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Ensure effective use of formative and summative assessment to drive planning and interventions.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Participate in the academy coaching process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***High performing Grad Co-Teachers may be offered the assessment only route to qualified teacher status (QTS). During the assessment period, they teach a 50% teaching timetable for 6 weeks in one key stage, then an 80% teaching timetable for 6 weeks in an alternate phase.***

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***