



**SOLIHULL**

## **JOB DESCRIPTION: GRADUATE TRAINEE TEACHER**

**Responsible to:** The Head of Department and School Professional Mentor

### **Responsibilities:**

#### The Post

All teachers at Solihull School are required to support the school's aims and to play a full part in the sporting, cultural and pastoral aspects of school life.

Trainee teachers are required to undertake the duties of a qualified teacher but with a reduced timetable allocation and ongoing support with their teacher training and professional development. Support is available for trainee teachers in supporting them in achieving all of the demands of the Job Description.

#### Specific Duties and Responsibilities

##### Teaching

- Plan work in accordance with school policy and the department's scheme of work, with appropriate consideration of seating plans; differentiation; individual and group learning; spiritual, moral, social and cultural development; health and safety; and prep, which must be in accordance with the prep timetable and guidelines.
- Use professional judgement and pupils' prior levels of attainment to set appropriate and demanding targets for learning.
- Set high standards for appearance, punctuality, motivation and behaviour by:
  - Adhering to advice given in staff induction, the Staff Handbook and school policies
  - Establishing a purposeful and stimulating working atmosphere, including displays and classroom design
- Liaise with relevant colleagues on the planning of work for collaborative delivery.
- Liaise with the Head of Learning Support and Senior Management to ensure appropriate differentiation in teaching and learning, such that pupils of all abilities and learning styles are stretched appropriately.
- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

##### Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span, providing formative oral and written feedback and clear targets for future learning, as appropriate.
- Report on pupil progress in line with school policy and as specified in the Reporting Schedule
- Keep parents informed of pupil progress by attendance at parents' evenings and by other measures, as appropriate.
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs.

## Pastoral Care

Trainees will not be responsible for a tutor group but will gain pastoral experience through supporting a fellow colleague with their tutor group, in areas such as:

- Liaising with parents and carers;
- Setting targets for and monitoring the social, curricular and co-curricular progress of pupils in the form;
- Promoting good attendance and monitoring in accordance with school policy;
- Delivering PSHE to the form.

## Professional Standards

- Support the aims of the School.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Attendance at events such as open days, examination entrance days and, where possible, those in which Form members are involved, e.g. concerts.
- Undertake duties as directed by MOS responsible for duties.
- Participate in the School's co-curricular programme, which includes activities, clubs and societies, sport, drama and music. This may involve after school, weekend and holiday time activities.
- Participate in the management of the School by attending departmental, tutor and staff meetings.
- Ensure that all deadlines are met, as published in the school calendar.
- Take responsibility for matters relating to health and safety.
- Respond to parental concerns promptly and normally within 24 hours of receipt.

## Training and Development

- Engage with the teacher training programme fully, including the following:
  - Attending all training sessions as arranged via KEC and the school and be committed to completing all assessments successfully on the first attempt;
  - Utilising the support available from the School Professional Mentor and Subject Mentor.
- Take responsibility for professional development, participating in staff training including all INSET days and the School's CPD and appraisal procedures.

## Other

The job description is subject to:

- Other reasonable requests by negotiation with the Headmaster.
- Annual review.