**JOB DESCRIPTION**

**GRADUATE TEACHER TRAINEE**

**– TEACHING/EXTRA-CURRICULAR AND BOARDING**

This job description and Seaford College’s Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College. Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster or Head of Department and member of staff, and will be reviewed annually as part of the performance review process.

**RESPONSIBLE TO:** Headmaster and Governing Body

**REPORTING TO:** Head of Relevant Department

**THREE-YEAR GRADUATE TRAINING SCHEME**

This is a three-year post that would be suitable for a person wanting to gain a PGCE and QTS within an Independent boarding school, with both pastoral and academic responsibilities. It is a residential post and the successful applicant would be provided with accommodation in the school, and would help within the boarding community and also supporting the school’s extracurricular programme.

**SUMMARY**:

Year 1: Coaching Games and helping within the PE department, and other whole School experiences including some teaching experience in their key subject area

Year 2: Teacher Training to complete PCGE and obtain QTS. (Through Buckingham University)

Fully funded by the School. There will be a subject mentor as support during the year. Half the spring term will be spent in a state secondary school to gain a second school teaching experience.

Year 3: NQT year in chosen subject, validated by ISTIP (Independent Schools teacher induction panel). Supported will be given by a subject mentor and the timetable will be reduced during this period.

**RESPONSIBILITIES to:**

* Work in an academic department, teaching or assisting with lessons in their key subject area
* Assist a Boarding House with the care of boarders and to help ensure the smooth running of the house, through supervision and administrative assistance
* Help with the day to day care of boarders: ensuring their well-being and safety; promoting a fulfilling educational experience and encouraging a caring and productive ethos in the house
* Take an active role in the weekend activity programme for boarders, and other extracurricular activities
* Take part in the weekly games programme coaching a team

**DESIREABLE CRITERIA AND SKILLS:**

* Enthusiastic and friendly, with a genuine interest in, and commitment to, the care and development of pupils aged 7 to18
* Demonstrable level of academic ability, at secondary level
* Educated and achievement to a high standard at degree level
* Ability to work well as part of a team, with good communication and interpersonal skills
* Demonstrate a high level of organisational skills and an ability to work to deadlines
* Clear ability to set a good example of organisation and punctuality to pupils in both community living, academic and extra-curricular activities
* The ability to offer extra-curricular activities

**Role**

To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably require.

To attend staff and department meetings together with all INSET meetings and evening meetings where required.

**TERMS AND CONDITIONS**

As per offer and contract of employment and all related Seaford College policies.

Note: As a residential post, accommodation is provided throughout the duration of employment throughout the year. All meals during the school term are provided free of charge. Boarding staff are expected to take their meals in the school dining room when on duty. As with other members of staff, leave of absence during the school term has to be applied for to the Headmaster.