**Job Description**

**Job Title: Graduate Professional / Unqualified Teacher**

**Location: Greenwood Academy**

**Hours of work: Full Time - 32.5 hours per week, 52 weeks per year**

**Reports to: Headteacher / Deputy Head**

**Purpose of the Role:**

* To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures
* To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.
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**Responsibilities:**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
* To contribute to the curriculum area and department’s development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.
* To assist the Subject Leader, in ensuring the curriculum area provides a range of teaching which complements the school’s strategic objectives.
* To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Mission and strategic objectives.
* To help to implement academy quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

**Other professional responsibilities**

* Setting high expectations which inspire, motivate and challenge pupils
* Managing behaviour effectively to ensure a positive and safe learning environment
* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. 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 construed.

3. The 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 or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Graduate Professional / Unqualified Teacher**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Maths and English GCSE or equivalent at Grade C or above.
* Qualified to degree level with at least 2:2 classification.
* Right to work in the UK.
* Commitment to continued professional development
* Safeguarding Awareness
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| **Knowledge/Experience** | Specific knowledge/experience required for the role | * Good communication skills, including written and oral.
* Good numeracy and literacy skills.
* Competent with computers and other technology.
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| **Skills** | Line management responsibilities (No.) | * N/A
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| Forward and strategic planning | * Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning.
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| Budget (size and responsibilities) | * N/A
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| Abilities | * Able to lead intervention sessions for pupils after receiving comprehensive training.
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
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| **Personal Characteristics** | Behaviours | * Ability to communicate effectively and relate well to both children and adults
* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature.
* Able to establish good working relationships with all other staff.
* Able to follow instructions accurately but make good judgements and lead when required.
* Understand the importance of confidentiality and discretion.
* Ability to work to tight deadlines under pressure and to a high standard.
* Adaptable and flexible with the ability to work in a team.
* Willingness to undertake training.
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| Values  | * Ability to demonstrate, understand and apply our values
	+ Be unusually brave
	+ Discover what’s possible
	+ Push the limits
	+ Be big hearted
 |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
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