



United Learning
The best in everyone™

JOB DESCRIPTION

Job Title: Cluster Train to Teach

Reporting to: ITT Co-ordinator

Role Purpose:

- Deliver lessons where the cover has been left to a high standard with limited preparation time and on occasion short notice.
- Work within an established discipline policy to manage behaviour constructively
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Role Tasks:

- Motivate and progress student's learning by using clearly structured, interesting teaching and learning activities
- Support the teaching of the National Literacy & Numeracy Strategies and assist students to access the full curriculum. Be familiar with the lesson plans, IEP targets and learning objectives.
- Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
- Be aware of and support difference and ensure all students have equal opportunities to learn and develop.
- Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.
- Organise and safely manage the appropriate learning environment and resources.
- With teachers, evaluate students' progress through a range of assessment activities
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.

- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Foster and maintain constructive and supportive relationships with parents / carers, exchanging appropriate professional information, facilitating their support for their child's attendance, access and learning and supporting home to school communication links.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social works, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Safeguarding

- Undertake regular safeguarding as required.
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people.

General responsibilities

- Contribute to the overall ethos / work aims of the school.
- Provide a courteous reception to staff, young people and visitors.
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the school.
- Participate in training and other learning activities as required.
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Attend meetings as and when required.
- Undertake any other duties as specified by the principal.