

JOB DESCRIPTION

JOB TITLE:	Graduate Trainee Teacher
RESPONSIBLE TO:	Director of Teaching, Learning & Quality
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	The Chelmsford College Graduate Training Scheme will enable graduates to gain experience of teaching as well as gaining relevant professional qualifications.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Support and Learning**
- 2. Curriculum Development**
- 3. Pastoral Care**
- 4. Administration and training**
- 5. General Responsibilities**

1. Student Support and Learning

- 1.1 Works with the associated teaching team to maintain a climate conducive to learning.
- 1.2 Works with the associated teaching team to create a climate for mutual planning with learners through effective communication, negotiation and advice.
- 1.3 Works alongside the associated teaching team to support the diagnosis of learners' needs and identify potential barriers to learning.
- 1.4 With the support of the associated teaching team, contribute to the design of programme content to satisfy identified learning needs.
- 1.5 Under the supervision of the appropriate teaching team develop appropriate pedagogic techniques and materials to assist with the delivery of the programme and meet the learning objectives.

- 1.6 At the request of the teaching team/relevant head of department accompanies students on trips and visits.
- 1.7 To deliver high quality PDP activities to a varied cohort of students.
- 1.8 To provide appropriate support to students undertaking the PDP, to ensure issues raised by the programme are followed up on appropriately and safeguarding issues acted upon.
- 1.9 To help each student to overcome barriers to learning, develop resilience and develop problem solving skills.
- 1.10 To apply coaching and mentoring techniques within Assessment Centres or PDP centres to facilitate the completion of assessments and achievement of aspirational outcomes.
- 1.11 To work alongside vocational teams to support learners in the Assessment Centres; to include developing their independent learning skills to enable them to complete their set coursework.

2. Curriculum Development

- 2.1 Contributes to the development of new programmes of study and programme plans alongside the teaching team.
- 2.2 Writes programme aims and objectives under the supervision of the teaching team.
- 2.3 Evaluates and reviews the curriculum under the guidance of the teaching team.
- 2.4 Conducts student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes under the guidance of the teaching team.

3. Pastoral Care

- 3.1 Assists in the design of individual action plans and negotiates individual students' performance objectives under the guidance of the teaching team.

- 3.2 Helps learners identify and resolve matters which impede their progress under the guidance of the teaching team.
- 3.3 Documents individual student progress as directed by the Head of Department.

4. Administration and Training

- 4.1 Attends and successfully completes the level 3 award in education and training
- 4.2 Contributes to the effective and efficient working of the Department under the supervision of the teaching team.
- 4.2 Maintains appropriate files and records.
- 4.3 Implements College policies and rules.

5. General responsibilities

- 5.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 5.2 Complies with all College policies, practices and procedures.
- 5.3. Takes responsibility for personal development, attends staff conferences and other similar activities and updating events as instructed by line manager
- 5.4. Participates in and promotes the Professional Development and Progress Review scheme.
- 5.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 5.6 Takes responsibility for safeguarding and promoting the welfare of children.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

PERSON SPECIFICATION

JOB TITLE: Graduate Trainee Teacher

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential √	Desirable √
Skills and Abilities		
1. Excellent level of competence in relevant discipline.	√	
2. Creative approach to problem solving: proactive & positive	√	
3. Efficient administrator: meets deadlines, completes jobs, and works without close supervision when required	√	
4. A driven, self-motivated attitude with a desire to succeed	√	
5. Good communicator and team worker	√	
Experience		
1. Teaching or training experience in curriculum area.		√
2. Tutoring students		√
3. Recent Industry experience		√
Education / Qualification		
1. Level 2 Literacy and numeracy qualifications		√
2. Degree or equivalent	√	
Other		
1. IT Competent	√	
2. Have good communication skills	√	
3. Have good organisational skills.	√	

4. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children.	√	
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