

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.

BENEFITS OF WORKING AT CHELMSFORD COLLEGE

Why work for us? We offer our staff the following:

Work Benefits

- Generous annual leave entitlement – 50 days for academic staff
- Special Leave provisions
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

Health Benefits

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

Financial Benefits

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.

- Pension schemes with the LPGS and with the Teachers' Pension Scheme
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon – The Princes Salon

Professional Development Benefits

- Excellent professional development opportunities – including 10 professional development days each year
- 1 Industry updating/Community Volunteer day each year
- Free membership to on-site library/learning centres