

## JOB DESCRIPTION

Job Title	PGCE Trainee Teacher
Grade	Unqualified 1
Responsible to	Academy Head

### Teaching Responsibilities

Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).

### General

- Promote the agreed vision of STEP Academy Trust.
- To support and promote the aims and ethos of STEP and the individual Academy.
- Be committed to raising standards of achievement.
- To play a leading role in the school improvement process.
- To contribute to the on-going process of Academy self-evaluation.
- Implement all the policies agreed by STEP Academy Trust, Board of Trustees and Academy Committee.
- Provide a safe, welcoming, organised and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Maintain high expectations and insist the children always produce their best.
- Work collaboratively with colleagues, setting high professional standards.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Take an active part in the life of the Academy.

### Curriculum

- Plan and prepare pupils' work and lessons within agreed parameters.
- Ensure the needs of all children are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.

### Evaluation, Assessment and Record Keeping

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Provide regular feedback for pupil work in line with the agreed Feedback Policy.
- Set regular ambitious yet achievable targets for the children.

### PGCE Engagement

- Engage fully with the STEP PGCE, run in partnership with the University of Buckingham, including:
  - Completing three essays over the academic year.
  - Engaging with weekly reading and reflections on your teaching.
  - Engaging in weekly mentor meetings and termly university tutor meetings.
  - Updating a professional portfolio showing your progress towards meeting the Teachers' Standards.
  - Attending all PGCE training days over the academic year.

### Other Responsibilities

- Participate in scheduled meetings.
- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

**Job Title: PGCE TRAINEE TEACHER**

**STEP AHEAD TEACHING SCHOOL HUB**

Category	Essential	Desirable	Application Form	Interview	Reference
<b>Qualifications</b>					
Bachelor's Degree or equivalent	√		√		
GCSEs in English, Mathematics & Science at grades C (4) or above or equivalent	√		√		
Demonstration of proficiency in English and mathematics	√		√	√	
<b>Experience</b>					
Some experience of working with children, even in a voluntary capacity	√		√		
Engaging in paid work with children		√	√		
<b>Documentation (required at the point of applying to The University of Buckingham)</b>					
Copy of degree certificate	√		√		
Copy of English, Maths and Science GCSE certificates	√		√		
Copy of passport photo page (and visa/work permit where necessary)	√		√		
Head and shoulder style photo for your University identity card	√		√		
<b>Other</b>					
Agreement from headteacher supporting your application to undertake a PGCE (if applicable)	√				√
High standards of oral and written communication in English.	√		√		
Provide a satisfactory criminal records check	√				√