



Graduate Trainee Programme: Job Description

Primary GTP trainee

Position: Unqualified teacher with QTS training placement

Period: 3 terms

Salary: Point 1 on Unqualified Teacher Scale (£1500 Sept. 2008)

Entry Requirements: First Degree, GCSE grade A*-C in Maths, English and Science (science:if born after 1 September 1979)

Roles and Responsibilities:

The position of graduate trainee is a dual role. Whilst being employed as an unqualified teacher the trainee must also work towards gaining Qualified Teacher Status (QTS). The programme is delivered through Carmel Teacher Training Partnership (CTTP) managed at Carmel RC College. The position can be grant funded through the TDA.

All graduate trainees will be expected to fully engage in all school activities including:

- ✓ Teaching: individuals, small group, whole class and team teaching
- ✓ Assessment of pupils work
- ✓ Planning individual lessons and working as a team on long and mid-term planning within the 2 key stages
- ✓ Preparation of teaching and learning resources
- ✓ Building up subject knowledge (core and foundation subjects) and generic teaching skills throughout the year
- ✓ Report writing and parents evenings
- ✓ School INSET
- ✓ Staff meetings
- ✓ Health and safety within the school

Graduate trainees will have pastoral responsibilities of

- ✓ Classroom teacher
- ✓ break duties
- ✓ maintaining the school ethos as defined in its mission statement

In addition to the role of an unqualified teacher the graduate trainee must fully engage in all training activities including

- ✓ weekly sessions with the Mentor
- ✓ weekly sessions with the Professional Tutor
- ✓ central training days with all other CTTP trainees held at Carmel RC College
- ✓ the collection of evidence towards qualified teacher status
- ✓ the completion of all training tasks and assignments.

Training is progressive and responsibilities will therefore develop as the trainee gains the necessary skills and experience. An essential aspect of the position is one of professionalism.

A successful trainee will have the ability to work independently as well as part of the whole school team.