



Graduate Trainee Programme: Job Description

Secondary GTP trainee

Position: Unqualified teacher with QTS training placement

Period: 3 terms

Salary: Point 1 on Unqualified Teacher Scale (£15000 Sept. 2008)

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 departmental 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 department
- ✓ Preparation of teaching and learning resources
- ✓ Building up subject knowledge and generic teaching skills throughout the year
- ✓ Report writing and parents evenings
- ✓ Departmental/College INSET
- ✓ Departmental meetings
- ✓ Health and safety within the college

Graduate trainees will have pastoral responsibilities of

- ✓ form 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 Subject 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 a departmental and pastoral team.