

## CINO112951 – Graduate Trainee Teacher

<b>Hours:</b>	37 hours per week, 52 weeks per year
<b>Salary:</b>	£24,528 - £26,745 Per annum
<b>Duration:</b>	Fixed Term: 1 <sup>st</sup> September 2021 – 30 <sup>th</sup> June 2022
<b>Location:</b>	Colchester/Braintree

### **Are you a graduate who is eager to start your journey towards becoming a fully qualified teacher?**

Do you want to gain some classroom-based experience in a role that will allow you to develop your teaching skills, while gaining an initial teaching qualification?

We are searching for talented graduates to inspire their students whilst developing into the teachers of the future!

We prioritise your career development, offering flexible entry routes into teaching with the potential of gaining a place on a teacher training programme.

This is an ideal opportunity if you are dynamic and self-motivated, with the confidence to lead a small Tuition Groups of 3-5 students. You have transferable skills that enable you to develop the learning and well-being of young people.

This post is due to begin in September, but there is every chance that further opportunities will become available throughout the academic year.

### **Opportunities:**

- Multiple curriculum areas and subject specialisms including English, Maths, Construction, Engineering, Health & Social Care, Early Years, Business, Digital & Creative Industries, Science, Sport and Public Services, Salon Studies.
- Flexible approach - part-time or full-time roles considered.
- Ideal experience for aspiring teachers – with the possibility of a future permanent role at the College, with support for further teacher training qualifications.
- Shortlisting forthwith.

### **Role:**

- Work alongside students in an FE setting.
- Offer intervention and support to groups of 2 to 5 students.
- Share your subject specialism and enthusiasm.
- Communicate clearly with students, staff & parents.
- Become a valuable member of a cohesive staffing team.

### **Person Specification:**

- Educated to (at least) Level 4.
- Desired subjects – all curriculum areas.
- Passionate about education.
- Considering becoming a teacher.

<b>Closing date:</b>	<b>15<sup>th</sup> August 2021</b>
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To apply please complete an Application form on our website.

Additional Information

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.*

*Please visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College.*

### **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Graduate Trainee Teacher</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Area Head</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester/Braintree</b>
<b>Salary:</b>	<b>Range L23-26</b>

#### **Purpose Statement:**

**To work alongside small groups (2-5) of 16-19-year-old FE learners to support their academic progress in all aspects of their study programme, and to ensure the development of effective study skills to assist learners to succeed on their courses.**

#### **Main Duties & Responsibilities:**

<b>1</b>	To lead Tuition Groups of 2-5 FE learners to ensure they succeed with their College, work when lecturing staff have identified such learners as ones requiring additional tuition.
<b>2</b>	To support teachers with their academic delivery including the occasional marking of student work and the production of resources.
<b>3</b>	To participate in continuous professional development of teaching, learning, and assessment, including participation in the Level 3 Award in Education and Training.
<b>4</b>	To plan sessions for Tuition Groups and to set, mark and record work arising from a Tuition Group.
<b>5</b>	To track and monitor learner progress throughout the Tuition Group programme, provide feedback to managers, learners, parents, carers and employers.
<b>6</b>	To counsel and guide learners in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate.
<b>7</b>	To, at all times, maintain high expectations of learners' work, commitment, and behaviour, acting to ensure the highest of standards are met for all learners.
<b>8</b>	To complete all associated administrative paperwork and duties accurately and in a timely manner, including to meet quality, funding and audit standards.
<b>9</b>	To actively promote the College's programmes, attend open evenings, parents' evenings, careers events, school visits and similar marketing and publicity activities.

10	To develop, maintain and extend links with external organisations as appropriate, developing links to support student progression and to inform curriculum planning.
11	To develop and update personal professional expertise in the relevant subject areas.
12	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
13	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

## Colchester Institute Person Specification

### Position: Graduate Trainee Teacher

	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
Education to level 4 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
<b>Experience</b>			
Teaching or training experience in curriculum area with high levels of success.		✓	A
Relevant industry experience.		✓	A
Experience working with 16-19 year olds.		✓	A
Evidence of on-going study and participation in your subject.		✓	I
Experience of developing effective learning and assessment materials.		✓	I
<b>Knowledge and Skills</b>			
Excellent interpersonal, oral and written communication skills	✓		I
E-Literate and able to effectively utilise IT in the classroom, including social networking, Virtual Learning Environments (VLE) and e-tutoring.	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		A / I
Ability to successfully monitor student achievement and attendance.		✓	A / I
Ability to develop ideas and new resources.		✓	A / I

Personal Attributes			
A strong commitment to equality and diversity and how it affects classroom practice	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test