



JOB DESCRIPTION

JOB TITLE

Graduate Teaching Fellow (Full Time/One-Year)

LINE MANAGER

Deputy Head (Academic)

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

Forest School is seeking to appoint two full time Graduate Teaching Fellows on a one-year contract from September 2022. We are looking for bright, creative, and inspiring graduates who can help develop intellectual passion, curiosity, and scholarship within our students.

We are particularly interested in applicants with academic backgrounds in the following disciplines:

- Natural Sciences (Chemistry, Biology and Physics)
- Mathematics
- Engineering (Biological, Chemical, Civil, Electrical, Mechanical or Computer)

We also welcome applicants from graduates in the humanities, particularly those who have experience of interdisciplinary study.

These posts are likely to appeal to recent graduates (undergraduate or postgraduate) who wish to develop their experience of teaching and learning by working in a high performing academic setting. They offer an opportunity to gain paid work-experience in an educational environment, sharing the knowledge and skills developed during university studies. They are not exclusively designed for aspiring teachers but would clearly be beneficial to those considering a career in teaching in secondary, further, or higher education settings. Depending on performance and teaching need at Forest, there is sometimes the opportunity for Graduate Teaching Fellows to be kept on and sponsored through the PGCE in a second year.

The successful candidates will support students in several ways:

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Leading stimulating extension sessions designed to stretch our most able. These could focus on current research or your own academic interests and should appeal to students who might contemplate studying your subject area at university.
- Providing bespoke support to individual students or groups of students during lesson time. This could be to meet the needs of students finding the subject challenging or to help develop skills such as essay writing or problem solving.
- Providing support for students who are engaged in independent research projects (Extended Project Qualifications and Higher Project Qualifications), helping pupils develop their creative and critical thinking skills whilst gradually acquiring a host of other skills such as referencing, compiling bibliographies, evaluating, and interpreting sources, and presenting cogent arguments.
- Running inspiring Enrichment sessions which will appeal to a broad audience. These might require less specialist knowledge and could be designed to attract students to the subject or to develop entry-level understanding amongst non-specialists.
- Supporting the general academic work of a department or range of departments, as directed by the Head of Department, Director of Academic Progress and Deputy Head Academic
- Covering lessons for absent members of staff across various departments within the school (*Graduate Teaching Fellows can typically expect to spend up to 50% of their time covering lessons but this will vary each day according to staff absence*).
 - In the absence of a teacher, to be responsible for a class of students ensuring they are engaged in the learning activity that has been set by a teacher.
 - Supporting students to engage with this work as provided.
 - Liaising with teachers or other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
 - Keeping appropriate records, to feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
 - Effectively managing instances of poor behaviour and other immediate issues or emergencies that arise in accordance with Forest School policy.
 - Undertaking pupil registration of a class, as required.

Precise responsibilities would be allocated according to the skills and abilities of the successful applicants. Applicants should be conscientious, reliable and have good inter-personal skills. They will enjoy working with young people as part of a small team, but also be able to show initiative and be self-motivating.

Graduate Teaching Fellows might also be asked to act as tutors for pupils. The tutoring role at Forest is a vital one and tutors work closely with the Heads of House, Heads of Department and Heads of Section (alongside their Deputies) and are responsible for the academic, pastoral, and personal development of the pupils in their care. This is an outstanding additional opportunity to develop an understanding of the intellectual, social, and personal growth of young people. Training will be provided to help assist the Graduate Teaching Fellow in this specific capacity.

Teacher job description

This generic job description sets out the main roles and responsibilities of any person with teaching responsibilities at Forest School.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

In Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

In the Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

SAFEGUARDING:

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.