



JOB DESCRIPTION

JOB ROLE:	Graduate Teacher (with potential residential duties)
RESPONSIBLE TO:	Head of Department Boarding Housemaster/Housemistress (<i>if applicable</i>)
JOB PURPOSE:	Bringing the relevant subject to life through creative and effective teaching. (If required supporting with the welfare, social and academic well-being of the pupils in his or her House).

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

Academic Responsibilities

Under the direction of a Head of Department:

- Contribute to the subject teaching programme
- Provide cover for teachers during their absence as required by the Deputy Head Academic
- Contribute to the school's co-curricular programme
- Carry out a share of supervisory duties in accordance with published schedules
- Participate in appropriate meetings with colleagues and parents relative to the above responsibilities
- Participate in appraisal arrangements

Boarding Responsibilities (*if applicable*)

- Reside on the school site throughout the term
- Support the HSM and AHM with House routines
- Have full awareness of current best practice in respect of child protection procedures, an excellent understanding of the School's policies on child protection and follow the guidelines for safe practice
- Undertake two nights' duty per week as well as two weekend duties in three (in negotiation with the HSM)
- Support the HSM and AHM as directed
- Provide sensitive pastoral care and support for the pupils in his / her charge in line with the ethos of the school, acting as a positive role model
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop his or her potential in line with the school's aims and objectives
- Support the HSM in the discipline of pupils in the House, along the guidelines laid out in the boarding staff handbook
- Assist the HSM and AHM in organising activities and events – especially at weekends – for the pupils in the House, and assist in any whole school social evenings

- Support pupils in the House at all school and House events in liaison with other resident House staff
- Contribute to the activities programme

Accommodation for Residential Role (*if applicable*)

Accommodation is provided with all services, including council tax, heating and electricity included. Residential staff is expected to pay for private calls and personal internet. Boarding House Staff are required to be resident throughout term and must have the HSM's permission to be away overnight in term time. Flexibility will be required to meet the needs of the busy boarding house.

Additional information

The role is offered as a fixed term contract of two years, which may be renewable by mutual agreement.

This job description is indicative and cannot provide a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The School undertakes to provide appropriate induction, mentoring and professional development for all staff.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Once a probation of one term has been served and passed, you will be placed and funded on a Post Graduate Certificate of Education (PGCE) course and our current provider is the University of Buckingham. Depending on the time of year your employment begins it is most likely that this is in your second year as courses start each September.

Person Specification

The successful candidate will:

- demonstrate a commitment to the safeguarding and welfare of young people;
- demonstrate a commitment to the aims and ethos of Milton Abbey
- demonstrate commitment to the Round Square philosophy;
- demonstrate a positive and confident rapport with pupils;
- be organised, committed, self-directed, reflective and collaborative;
- be committed to developing individual skills through CPD; and
- be committed to boarding school life and willing to engage in a range of extra-curricular activities.

Milton Abbey School celebrates diversity and is committed to achieving equality for all. Those of all faiths and none are equally welcome in our community. The Abbey is central to our school life. Community worship is in the tradition of the Church of England.