



Job Title:	Unqualified Teacher
Pay Scale:	UQT scale – Teachers Pay and Conditions
Post Number:	
Responsible To:	Headteacher in all cases.
Responsible For	<i>(Direct reports to be added as appropriate)</i>
Key Relationships/ Liaison with:	Senior Leadership Team, school community, Director Of Primary , SENCo  The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum, with the aim of improving teaching and learning across the school. The post holder will also be expected to network and liaise across the multi academy trust group of schools and wider, to ensure continue a consistency of approach pertinent to the post.
Job Purpose:	<ul style="list-style-type: none"><li>• Be responsible for the learning and achievement of all pupils in their class ensuring equality of opportunity for all</li><li>• Be responsible and accountable for achieving the highest possible standards in work and conduct</li><li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult's professional position</li><li>• Take responsibility for promoting and safeguarding the welfare of young people within the School</li><li>• Work proactively and effectively in collaboration and partnership with learners, parents/carers, Trust, other staff and external agencies in the best interests of pupils</li><li>• Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards</li><li>• </li></ul>
Occupational Standards:	Unqualified Teacher Framework

#### MAIN DUTIES AND RESPONSIBILITIES:

All unqualified teachers are required to carry out the duties as set out in the current School Teachers Pay and Conditions Document. Unqualified teachers should also have due regard to the Teacher Standards. Performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

##### Teaching:

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on this demonstrating knowledge and understanding of how pupils learn

- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons

#### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

#### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school and Trust.

**Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

**Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

**Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the Trust's professional learning programme as agreed
- To contribute to the Trust's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the school Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and pupils adhere to school expectations.
- Perform any reasonable duties as requested by the Headteacher.

**SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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**Pay Scale:** **Unqualified Teacher Scale**

**Post Number:**

<b>Person Specification</b>	<b>Essential / Desirable</b>
- Evidence of specialisms in specific curriculum areas or areas of particular learning difficulty	E
- Knowledge of the requirements of the national literacy and numeracy strategies	E
- Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies	E
- Understanding of behaviour management strategies	E
- Understanding of First Aid procedures	E
- Grade C GCSE or equivalent in English and Mathematics	E
- Experience of working in a school environment or other environment with young people	D
- Ability to work in a team and individually using own initiative	E
- A commitment to the education and well-being of pupils	E
- Good written and verbal communication skills and be able to clarify and explain instructions clearly	E
- Ability to self-evaluate and actively seek opportunity for self-improvement as well as consulting with team members	D
- Excellent record of attendance and punctuality	D
- Team-player, personable, approachable, emotionally intelligent with a sense of humour	D
- Ability to deal with any confrontational situations appropriately	D
- Ability to maintain and respect confidentiality on particular issues	E
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Be reliable with a high degree of integrity</li><li>• Possess excellent interpersonal skills and be able to form effective working relationships</li><li>• Be well-organised, enthusiastic, energetic and flexible</li><li>• Be resilient and demonstrate the ability to work under pressure.</li><li>• Manage time effectively</li><li>• Value and respect the views of children</li><li>• Self-motivated and able to take initiative and responsibility</li><li>• Demonstrate a willingness to learn with and from colleagues</li><li>• Be proactive in maintaining own professional development and willing to seek help from others when needed</li><li>• Adhere to the Trust/School's code of conduct</li></ul>

<b>Commitment</b>	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• equalities</li> <li>• promoting the school's vision and ethos</li> <li>• high quality, stimulating learning environments</li> <li>• relating positively to and showing respect for all members of the school/trust and wider community</li> <li>• ongoing relevant professional self-development</li> <li>• safeguarding and child protection.</li> <li>• take part in all aspects of the life of the School, including meetings, training, special events and other activities as required</li> </ul>
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**App** = Application Form

**Test** = Test

**Int** = Interview

**Pre** = Presentation

**Med** = Medical Questionnaire

**Doc** = Documentary Evidence (E.g., Certificates)