

Job Description

Title:	Unqualified Teacher	Grade:	Unqualified Teacher Pay Scale
Department:	Teaching and Learning	Reports to:	Head Teacher
MAIN PURPOSE			
Responsible for the teaching and wellbeing of the classes and groups assigned to you by the Headteacher and to carry out all duties required of a teacher as specified in the current Teachers' Pay and Conditions document.			
RESPONSIBILITIES			
<u>Planning</u>			
<ul style="list-style-type: none"> To plan, with the year team, a broad, balanced, relevant and stimulating curriculum. To plan, prepare and deliver learning appropriate to the needs of all learners whatever their abilities, ethnicity, gender and special needs, in line with the statutory requirements of the curriculum. 			
<u>Assessment</u>			
<ul style="list-style-type: none"> To assess and record the progress of every child. To monitor progress and take action, when necessary, in consultation with the Year Team Leader and Inclusion Leader, to raise attainment of those not achieving as expected. To use data effectively to track children's progress. To evaluate the impact of any additional intervention and support for groups or individuals. 			
<u>Teaching</u>			
<ul style="list-style-type: none"> To be aware of the different learning styles of the children and use effective and appropriate teaching methods to teach the curriculum. To have high expectations of the attainment of every child and make adaptations to the curriculum or teaching methods as appropriate. To support the children in developing effective learning skills and behaviours. To engage and motivate children in their learning. To maintain high standards of behaviour in the classroom and in school as a whole. To provide a classroom environment that promotes effective learning and enables children to be independent learners. To provide children with opportunities to manage their own learning and become independent learners. To take responsibility for the management of support staff, volunteers and students in the classroom. 			
<u>Parent Partnership</u>			
<ul style="list-style-type: none"> To foster good relationships with children, parents and colleagues. To provide home learning activities which extend and challenge the children's learning. To report to parents on their child's academic, social and emotional progress. 			

Wider Professional Effectiveness

- To carry out specified actions required by the priorities of the School Improvement Plan and lead a school improvement team(s). (Not applicable to NQTs)
- To be collectively responsible with all other staff for ensuring the implementation of the five principals of Every Child Matters and for high standards of behaviour.
- To contribute to the annual programme of school self- evaluation. (Not applicable to NQTs)
- To lead and manage a subject in the National curriculum as specified by the Head Teacher. (Not applicable to NQTs)
- To undertake continual professional development to develop your roles within the school and the Trust.
- To take part in the agreed procedures for your performance management in the school. (Not applicable to NQTs)
- To supervise children before school and at playtimes as required.
- To be committed to safeguarding children.
- To communicate and consult with outside agencies as necessary about children’s progress and attainment.
- Research, develop and review appropriate policies and procedures in support of pupil learning & teaching.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust’s performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.