

Job Description

Job Title:	Unqualified Class Teacher
Responsible to:	Headteacher
Pay Range:	Unqualified Teachers Pay Scale
Date Prepared:	March 2025

JOB SUMMARY

The Unqualified Teacher supports the delivery of high-quality, personalised education within a nurturing and inclusive environment at our newly opened SEN school. Working closely with qualified teachers and other professionals, this role involves assisting in the planning and delivery of engaging lessons tailored to meet the diverse needs of pupils with special educational needs. This is a fantastic opportunity to gain valuable classroom experience and contribute meaningfully to pupils' learning and development.

MAIN DUTIES AND RESPONSIBILITIES:

- Plan, prepare and teach lessons for a class and/or group(s) of pupils, with regard to individual pupil needs.
- Lead the class team including development & appraisal support staff and including input into succession planning as appropriate.
- Collaboratively plan and maintain a safe, secure and positive learning environment.
- Collaboratively lead an area of the school curriculum.
- Take full responsibility for own professional development and undertake further training in order to improve practice and raise standards.
- Ensure that individual pupil safeguarding and educational needs are met, in liaison with families, other professionals and support agencies.
- Involve class support staff effectively in the planning, delivery and evaluation of teaching and learning.
- Assess, record and report on individual pupil learning in line with school policy and guidance.
- Involve support staff in ensuring the classroom environment is attractive and conducive to effective teaching and learning.
- Monitor and evaluate pupil progress and achievement and collect and collate performance data in line with school policy.
- Instigate & maintain partnership with families through home/school liaison in line with school policy, including the completion of home/school books, attendance at consultation evenings, organise and support family events etc.
- Collaboratively assess, devise, implement and evaluate communication programmes for individual pupils in line with school policy.

- Collaboratively assess, devise, implement and evaluate behaviour support plans for individual pupils in line with school policy.
- Liaise with therapists and follow agreed procedures in carrying out and incorporating therapy programmes into IEPs and within timetabled activities.
- Liaise with the nursing team as appropriate in carrying out individual pupil care plans.
- Collaboratively plan and lead educational visits and journeys in line with school policy.
- Attend and contribute towards regular after school staff meetings.
- Attend and contribute towards professional development activities both in-house and organised externally.
- Assist in induction and mentoring of new staff in line with school policy.
- Support students and volunteers in line with school policy.
- Collaboratively participate in key-stage/phase specific initiatives; for example transition programmes, liaison with other schools etc.
- Be familiar with school policies and to draw these to the attention of other staff, as necessary.
- Respect confidentiality of all information on pupils and their families.
- Undertake other duties and responsibilities that may reasonably be requested by the Headteacher.

PERSON SPECIFICATION – UNQUALIFIED CLASS TEACHER

	Essential Attributes	Preferred Attributes
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level 	<ul style="list-style-type: none"> • Qualification in Special Education (Initial or Post-graduate) • Willingness to undertake further studies and/or training, as appropriate • HLTA or equivalent qualification or relevant experience
Work Related Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Experience of teaching basic skills · Preparing and implementing IEP's to meet individual needs • Preparing and presenting detailed reports • Working in partnership with parents/carers and professionals • Effective classroom manager • Experience of supporting and directing class staff • Computer literacy (or a strong commitment to develop further ICT skills) 	<ul style="list-style-type: none"> • Experience of working with pupils with severe and complex learning difficulties • Experience of delivering the National Curriculum at early developmental levels • Experience of moving and handling and assisting with physical activities • Experience of using alternative systems of communication e.g. sign language etc • Experience of working with pupils who present challenging behaviour • Familiarity with the SEN Code of Practice

		<ul style="list-style-type: none"> • Co-ordinating an area of the curriculum and/or active involvement in curriculum development
Personal Skills & attitudes	<ul style="list-style-type: none"> • Strong organisational skills • Strong communication and interpersonal skills • Effective team player and team leader • Positive attitude shared with pupils and colleagues • Ability to use own initiative and work independently • Reliable and excellent punctuality and attendance record • Keeness to learn 	<ul style="list-style-type: none"> • Willingness to drive a minibus • Willingness to take part in extra curricular activities and school community events • Commitment to continued professional development
Other	This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English	

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school and/or the wider Trust.

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

