



**JOHN RANKIN
SCHOOLS**

JOB DESCRIPTION

Unqualified Teacher

Grade

Unqualified Teacher Pay Scale

Purpose

To plan, resource and deliver effective lessons across the allocated timetable, under the direction of the Curriculum Leader and senior colleagues, support effective tutor provision and contribute to curriculum delivery so that all students make strong progress, achieve high academic standards and experience a safe, purposeful and ambitious learning environment.

Staff Responsibilities

The postholder is responsible for directing and supervising support staff assigned to lessons, as appropriate and under the direction of the Curriculum Leader. There is no formal line management responsibility.

Deployment

The postholder is deployed on a fixed-site basis across allocated classes and tutor groups as directed by the Curriculum Leader and may be required to provide lesson cover and wider support in line with school policy.

Financial Accountability

No budgetary responsibility.

Key accountabilities

The postholder is accountable for supporting strong progress and attainment for all students taught, including disadvantaged students, those with SEND and the most able, through effective teaching and curriculum delivery under direction, to ensure equitable outcomes and sustained academic achievement; maintaining high standards of behaviour for learning and student conduct, ensuring that classrooms are safe, purposeful and conducive to learning in line with



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Trust expectations to maintain a consistent safeguarding culture; delivering accurate, reliable and timely assessment and feedback, and using assessment information to inform planning and close gaps in performance between groups of students to prevent underperformance and support informed interventions, under the direction of the Curriculum Leader and senior colleagues; consistently implementing school and Trust policies, including safeguarding, behaviour, assessment and reporting requirements; ensuring the safe, effective and appropriate use of resources and maintaining the safety, wellbeing and safeguarding of students in their care.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Follow the Trust's Learning and Teaching Framework and Homework Procedures.
- Plan and prepare effective lessons, including incorporating cross-curricular elements such as literacy, numeracy and PSMSC, under the guidance of the Curriculum Leader and in line with Trust and school Schemes of Work and Assessment.
- Motivate and inspire students so that they engage positively in their learning, manage their learning effectively and aim high in their academic achievement to promote sustained engagement and aspiration.



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- Direct and supervise support staff assigned to lessons, as appropriate.
- Participate in preparing students for internal and external assessments and examinations.
- Enrich the curriculum with trips and visits to enhance the learning experience of all students.
- Keep up to date with developments relating to the subjects taught, examinations and effective practice.
- Ensure all classroom, assessment and feedback routines are upheld in all lessons.

Assessment

- Use an informed understanding of students' starting points, barriers to learning and needs to ensure they are supported and challenged effectively so that they achieve the highest possible academic outcomes and no student underperforms.
- Guide students to set realistically aspirational targets which inform planning and assessment.
- Use regular formative assessment to monitor student progress and implement necessary changes or interventions, under the guidance of the Curriculum Leader and senior colleagues.
- Implement and adhere to the Trust's Learning and Teaching Framework, Homework Guidelines and Assessment and Reporting Policy.
- Establish plans and processes for individuals and groups of students, with measurable outcomes, and evaluate their impact on student progress, under guidance where required.
- Provide verbal and written feedback, reports and references relating to individuals and groups of students.
- Maintain regular and productive communication with students and parents regarding progress, strategies for improvement, and the application of sanctions and rewards.

Behaviour Management and Student Wellbeing

- Implement and adhere to Trust policies, including Behaviour, Safeguarding, GDPR, Anti-bullying, Health and Safety and Acceptable Use policies, ensuring the health and wellbeing of students is maintained at all times to uphold statutory and safeguarding standards.
- Create a positive, nurturing and open learning environment where students are safe and feel safe to demonstrate curiosity and enthusiasm to strengthen safeguarding culture and student wellbeing.
- Take responsibility for the behaviour and attendance of students in lessons, implementing appropriate sanctions and rewards and recording them in line with policy.
- Undertake allocated duties and maintain a visible presence which promotes the safety and wellbeing of students and staff.



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- Report and record all safeguarding concerns in line with the Safeguarding Policy and within required timescales.
- Report and record all health and safety concerns in line with the Health and Safety Policy and within required timescales.

Pastoral and Inclusion

- Act as a form tutor and, with direction from the relevant Head of Year, plan and deliver effective tutor and Personal, Social, Moral and Spiritual sessions.
- Take responsibility for the behaviour and attendance of students in the tutor group, implementing appropriate sanctions and rewards and recording them appropriately.
- Review tutees' reports and Individual Learning Plans at least half termly, recording outcomes of conversations and agreed actions as required.
- Provide information and reports to inform discussions relating to SEND, involvement of other agencies, alternative provision and related matters.

Trust Culture

- Support the Trust's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Maintain the highest expectations of all students within a "no excuses" culture.
- Contribute to a strong Trust and school community characterised by consistency, collaboration and respectful relationships.
- Support extra-curricular and whole school events.
- Work collaboratively with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required in line with school policy.

Other

- Participate in the compulsory electives scheme, where students are required to stay after school one day per week.
- When required, participate in recruitment and selection or teacher training activities.
- Participate fully in professional development and performance management processes, taking responsibility for personal objectives and professional development.
- Undertake other reasonable responsibilities as directed by the Curriculum Leader or SLT.
- Undertake any other duties that reasonably fall within the purview of the post following consultation with the postholder.



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Other requirements and responsibilities

The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust and may be modified by the Headteacher, with the postholder's agreement, to reflect changes in the role commensurate with the salary and job title. Enhanced DBS clearance is required. All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people. The postholder must ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required.