



St Anthony's Catholic Primary School

Job Description

Job Title:	Unqualified Teacher
Responsible to:	Executive Headteacher/Head of School
Hours of work:	Full Time
Pay Scale:	Unqualified Teacher Pay Range

Main Responsibilities

1. General

- Undertaking duties as required by the Teachers' Standards.
- Encouraging pupils to develop and use their creativity, initiative, independence and responsibilities.
- Maintaining discipline in accordance with the school's procedures, and encouraging good practice with regard to punctuality, behaviour and standards of work.
- Enforcing the school's Behaviour Policy through excellent classroom management.
- Building and developing relationships between the school and parents.

2. Curriculum

- Contributing to curriculum areas .
- Assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- Planning and preparing courses and lessons, with oversight from teaching staff
- Using a variety of delivery methods, appropriate to pupils' needs and the demands of the syllabus, in order to create a stimulating learning environment.
- Developing a curriculum area for enrichment activity.
- Keeping up-to-date with changes in the curriculum and developments in best practice.
- Keeping up-to-date with developments and ensuring that they are reflected in the faculty's practices.
- Contributing to the whole school's planning activities.
- Planning school trips relevant to the curriculum including entering competitions.

3. Teaching

- Encouraging and supporting personal development amongst pupils.
- Assisting in the tracking of student attendance and attainment.
- Marking, grading and giving written/verbal and diagnostic feedback as required.
- Maintaining appropriate records and providing relevant and up-to-date information to the Executive Head/Head of School.
- Tracking student progress and using this information to inform teaching and learning and report to the SENCO, Executive Head and Head of School.
- Planning support for pupils, in accordance with the 0-25 Special Educational Needs (SEN) Code of Practice.
- Contributing to the development of individual education plans and progress reports.
- Ensuring effective communication with the parents of pupils.
- Working with parents/carers of children with SEN and disabilities.

4. Staff Development

- Attending in-service training (INSET) and undertaking continuing professional development (CPD).
- Supporting other staff members and engaging in a strong team.
- Liaising internally with the senior management team and teaching/support staff.
- Supporting teams in the effective/efficient deployment of teaching assistants.
- Effectively directing the work of teaching assistants and reviewing their implementation.

- Being actively involved in the performance management review process.

5. Additional Duties

- Actively supporting school activities, on occasion, such as educational trips, extra-curricular activities and clubs and parents' evenings – which may require some out-of-hours availability.
- Playing a full part in the school's community, supporting its vision and ethos, and being a good role model for all pupils
- Complying with the school's Equality Policy, Safeguarding Policy and Health and Safety Policy.
- Liaising with parents and external parties.
- Participating in appropriate meetings with colleagues and parents, relative to the above duties.

6. Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

7. Safeguarding

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the post holder is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC

8. Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

9. Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

St Anthony's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates.