



Foundry Lane

Primary School

JOB DESCRIPTION

Job Description: Unqualified Teacher Salary

Responsible to: The Headteacher / Senior Leadership

Unqualified Teacher Payscale

Main Purpose

The Unqualified Teacher will support high-quality teaching and learning under the guidance of senior leaders and/or qualified teachers. They will be responsible for the learning, progress and wellbeing of pupils within their class or designated groups, ensuring equality of opportunity for all and contributing positively to the ethos and life of the school.

The postholder will promote and safeguard the welfare of children and work proactively with colleagues, parents/carers and external agencies in the best interests of pupils.

Key duties and professional responsibilities

Unqualified Teachers' performance will be assessed against the **Teachers' Standards** (as appropriate to role and experience) as part of the school's appraisal process.

Teaching and Learning

- Deliver the curriculum appropriate to the age, stage and ability of the pupils taught, under the guidance of senior staff where required
- Plan and prepare lessons regularly and in appropriate detail, with support and guidance from senior staff as required
- Plan, prepare and deliver lessons that meet the needs of all learners, including those with SEND and those eligible for additional support by promoting inclusive practice and high-quality adaptive teaching
- Be responsible for the attainment, progress and outcomes of pupils taught
- Demonstrate an understanding of how pupils learn and adapt teaching to build on prior knowledge and experience
- Use a range of teaching strategies to engage, motivate and support pupils
- Promote high standards of literacy, including the correct use of spoken English
- Use assessment, observation and recording effectively to monitor progress and inform planning
- Provide pupils with regular feedback that supports improvement and encourages reflection
- Use school assessment systems and relevant data to track progress and set targets
- Promote inclusive practice and high-quality adaptive teaching to meet the needs of all pupils, including those with SEND, EAL and disadvantaged pupils

Behaviour and Relationships

- Create a safe, purposeful and inclusive learning environment rooted in mutual respect
- Establish clear expectations for behaviour in line with the school's behaviour policy
- Use praise, rewards and sanctions consistently and fairly
- Maintain positive relationships with pupils and act as a positive role model at all times
- Promote pupils' self-regulation, independence and resilience
- Carry out playground or other supervisory duties as directed
- Establish clear and constructive working relationships through teamwork and mutual support
- Liaise with parents, carers and the wider community to support pupil learning and wellbeing

Safeguarding and Welfare

- Take responsibility for promoting and safeguarding the welfare of children
- Be alert to signs of abuse, neglect or safeguarding concerns and report these in line with school policy
- Follow all safeguarding, child protection and health and safety procedures
- Maintain appropriate professional boundaries with pupils at all times
- Fulfil all safeguarding responsibilities in line with *Keeping Children Safe in Education* and school procedures

Team working and collaboration

- Work collaboratively with colleagues to support learning and pupil wellbeing
- Contribute to team meetings, training and professional development activities
- Work effectively with teaching assistants and other support staff to enhance learning
- Share effective practice and contribute to the development of the curriculum and school provision
- Liaise professionally with parents/carers regarding pupil progress and wellbeing, following school systems

Fulfil wider professional responsibilities

- Make a positive contribution to the ethos and wider life of the school
- Communicate and cooperate with relevant external agencies as appropriate
- Support school events, assemblies and activities as directed
- Uphold the values, policies and professional standards of the school
- Work collaboratively with others to develop effective professional relationships
- Work effectively with teaching assistants and support staff to enhance learning
- Communicate effectively with parents/carers regarding pupil achievements and well-being using school systems/processes as appropriate

Administration

- Register pupil attendance accurately
- Complete routine administrative tasks associated with teaching and learning
- Maintain accurate records in line with school expectations

Professional Development

- Reflect regularly on teaching practice and its impact on pupil progress and wellbeing
- Engage fully in training, induction and professional development opportunities
- Act on advice and feedback from senior leaders and mentors
- Work towards further qualifications or routes into Qualified Teacher Status where applicable

Other Requirements

- 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
- As agreed with the Headteacher, attend assemblies, register the attendance of pupils and supervise pupils before, during or after school session.
- Attend meetings, workshops and parents' meetings identified within directed time.
- Participate in the school's appraisal programme in line with the appraisal policy.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' supervision during such examinations.
- Review, from time to time, methods of teaching and programmes of work.
- Advise and cooperate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain strong relational practice and effective behaviour management, ensuring pupils' safety, wellbeing and positive conduct.
- Ensure compliance with health and safety requirements, including risk assessments for classroom activities and educational visits.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined considering the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

This job description should be considered alongside the most recent School Teachers' Pay and Conditions Document.