

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Unqualified Teacher</b>
<b>Grade:</b>	<b>Unqualified Teacher Pay Scale</b>
<b>Salary:</b>	<b>UNQ1 – UNQ6</b>
<b>Conditions of Service:</b>	<b>STPCD</b>
<b>Responsible to:</b>	<b>Principal / Vice Principal</b>

### **Statement of Purpose**

#### **General Description to the Post**

To carry out the professional duties of an unqualified teacher as directed and in accordance with the school's policies under the direction of the Head Teacher and develop the emotional skills of children in order to ensure that they are able to receive the best teaching and learning in the classroom. Be willing to contribute to developing workplace policies and practice and in promoting collective responsibility for their implementation.

#### **Relationships with children and young people**

- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.

#### **Main Responsibilities**

- Work within the School Teachers Pay and Conditions document.
- Promote the Academy's stated ethos.
- Contribute to and implement the Academy's annual Improvement Plan and agreed policies.
- Teach as directed throughout the Academy to cover for teacher PPA, leadership release and other teacher absence
- Monitor, expect and improve progress in pupil learning.
- Participate in the pastoral management of children as requested.
- Take part in appraisal procedures outlined in the agreed Academy policy.
- Take responsibility for their own professional development.
- Be accountable for the progress and attainment of all teaching groups.
- To meet all the Teacher Standards and maintain a level of performance in line with career stage expectations

### **All Teaching Staff Specific Responsibilities**

- Deliver lessons using a range of strategies to meet pupils' individual learning needs.
- Plan agreed lessons with the support of the teacher
- Deliver learning following teacher planning
- Set and mark homework according to the Academy policies.
- Mark, assess, record and report on pupils' achievements, setting appropriate targets for improvement with the support of the class teacher
- Undertake whatever other duties might reasonably be requested by the Head of School.

### **Unqualified Teacher Responsibilities**

- Take responsibility for day to day discipline routines and attendance.
- Review and discuss pupils' work and welfare, setting targets as necessary alongside the class teacher
- Promote good behaviour and positive attitudes at all times.
- Support year group and Academy activities as appropriate.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

## Person Specification

Minimum Criteria for Two Tickc*	Essential Criteria	Desirable
	<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Level 6 Diploma in Teacher &amp; Learning</li> <li>• A degree qualification</li> <li>• Evidence of continuous professional development</li> <li>• Qualifications linked to working with children with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• PGCE</li> <li>• Graduate Qualification</li> </ul>
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Evidence of specialisms in specific curriculum areas of particular learning difficulty</li> <li>• Experience of working in a school environment or other environment with young people</li> <li>• Knowledge and understanding of the National Curriculum including literacy and numeracy.</li> <li>• Understanding of behaviour management strategies</li> <li>• Experience of working with children with SEN</li> <li>• Experience of managing risk in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Recent, relevant experience supporting young people with SEN across all age ranges.</li> <li>• Experience of managing challenging behaviours</li> </ul>
	<p><b>Knowledge Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• ICT Literate</li> <li>• Skilled in conflict resolution/counselling</li> <li>• Understanding and knowledge of approaches to a variety of positive behaviour management.</li> <li>• Ability to relate well to children and adults</li> <li>• Good communication skills</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> <li>• Can use ICT effectively to support learning</li> <li>• Ability to work within policies and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Secure knowledge of working with Autism</li> <li>• Secure knowledge of child development and learning processes</li> <li>• Understanding of statutory frameworks relating to teaching.</li> <li>• Knowledge and understanding of SEN code of practice.</li> </ul>
	<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Continuously improve own knowledge through evaluation and professional development.</li> <li>• Calm and positive approach</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sensitive to the needs of children and their parents/carers</li> <li>• Ability to work under own initiative where required paying due regard to H&amp;S and school operational policies/values</li> <li>• Passionate about relevant discipline e.g. outdoor learning/sports health and wellbeing and how it enriches the lives of young people.</li> <li>• Well organised, punctual and meets deadlines.</li> </ul>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**MEASURED BY KEY:**

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC 13/06/2024

***Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.***