



POST: Unqualified Teacher

(UNQUALIFIED TEACHER PAYSCALE)

RESPONSIBLE TO: Cover Team Leader

JOB PURPOSE

To facilitate student learning by planning and delivering high quality learning opportunities within lessons. To contribute to the development of high-quality resources that enable students to progress and achieve well within an environment in which students feel safe, rewarded and challenged.

This facilitation will include:

- Working within a faculty, attending meetings, overseeing student progress and acting as a reporting link to staff at all levels as appropriate.
- Providing specialist teaching as part of an intervention programme to accelerate student progress.
- Providing cover in the absence of teachers covering all subjects and all year groups in line with the needs of the school which will vary on a day-to-day basis.

The amount of time dedicated to the above will vary depending on the needs of the school.

DUTIES AND RESPONSIBILITIES

The duties and particular expectations of this post are detailed below and are in addition to those specified in the latest School Teachers' Pay and Conditions Document.

Responsibilities

Working under the guidance of well trained staff to:

- To set high expectations and lead learning in the classroom
- To support and participate in curriculum and faculty development
- To maintain high standards of work and behaviour
- To efficiently and effectively deploy quality resources for learning
- To assist with the assessment, recording and reporting of progress
- To provide equality of opportunity
- To support a number of identified students to achieve their termly targets
- To plan and develop resources prior to lesson delivery
- To mark students work and report on progress

Key Tasks

Work with well trained staff to:

1. Ethos/Vision

- To support the vision and ethos of the school
- To promote high expectations of students
- Promote a positive climate for learning and maintain effective arrangements for managing student behaviour as well as recognising and rewarding students
- To lead by example to help motivate, inspire and enthuse students in their studies
- To encourage students to recognise their role within school and within the wider community
- To set a good example in terms of dress, punctuality and attendance
- To uphold the school's policies, procedures and practices
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

2. Planning

- With the support of well trained staff, to undertake appropriate planning, preparation and evaluation of lessons and courses for individuals, groups and whole classes

3. Curriculum

- To ensure that delivery of agreed lessons and learning experiences promotes equality of opportunity
- To follow course outlines, specifications and schemes of learning as agreed by senior staff

4. Learning and Teaching

- To ensure that students' individual and special educational needs are recognised and met
- To maintain an environment within the faculty which promotes high quality learning
- To ensure good record keeping with respect to teaching and learning within the faculty
- To ensure home learning is set in line with the school policy
- To deliver agreed lessons and learning experiences to individuals, groups and whole classes as required
- Utilise technology in learning activities and develop students' competence and independence in its use
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students



5. Assessment/Recording and Reporting

- To assist staff in monitoring and analysing records of students' progress
- To ensure the school's marking policy is adhered to
- To ensure that the School's Recording and Reporting procedures are implemented effectively
- To provide objective feedback and reports as required to staff on student achievement, progress and other matters as appropriate

6. Staff Development

- To participate in the Professional Growth cycle
- To participate in continuing professional learning activities
- To attend relevant scheduled meetings and briefings as appropriate

7. Management of Resources

- To effectively and efficiently manage, prepare and maintain equipment and resources for lessons
- Any other duties and responsibilities within the range of the salary scale

8. Equality of Opportunity

- To ensure that everyone within the team and within each classroom is valued as an individual

9. Safeguarding

- To be accountable for promoting and safeguarding the welfare of students

Person Specification Unqualified Teacher		Measurement
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice/and legislation • Understanding of child development and learning • Training in relevant learning strategies 	A, I A, I A, I
Skills and Abilities	<ul style="list-style-type: none"> • To effectively use ICT and use of other equipment – eg mobile technology, photocopier • Ability to relate well to children and adults • To work constructively as part of a team (for example to be a key support member of the year team) • Ability to self-evaluate learning needs • Approachable and resilient • Excellent communication skills • Able to undertake manual handling of students and personal care of students which will include intimate personal care 	A, I A, I A, I, R A, I, R A, I A, I A, I, R A, I
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs desired but not essential • Experience of supporting literacy in an educational environment desired but not essential 	A, I A, I
Educational	<ul style="list-style-type: none"> • Good literacy skills • Relevant qualifications in literacy where curriculum can be effectively supported (eg strong GCSE, A levels in Maths or literacy related subject) 	A, I A A, I A, I
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	I

Measurement: A – Application Form, I – Interview



Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm.

When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous

professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.