

## Grading

# Job Description and Employee Specification

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| <b><u>Job title:</u></b><br>Unqualified teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><u>Service area:</u></b><br>Education, Learning and Achievement |
| <b><u>Post number:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b><u>Division:</u></b><br>Schools                                 |
| <b><u>Grade:</u></b><br>Full time<br>North Lincolnshire unqualified teacher pay range - Scale point 1: £21,731                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>Section/team:</u></b>                                        |
| <b><u>Overall purpose of job:</u></b> <ul style="list-style-type: none"> <li>Have shared responsibility for the learning and achievement of all pupils in the assigned class, ensuring equal opportunity for all</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                    |
| <b><u>Main responsibilities:</u></b> <ul style="list-style-type: none"> <li>Take responsibility for promoting and safeguarding the welfare of children and young people within the school</li> <li>Support pupils consistently whilst recognising and responding to their individual needs</li> <li>Provide feedback to pupils in relation to progress and achievement</li> <li>Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>Be responsible and accountable for achieving high standards in work and conduct</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                    |
| <b><u>Teaching</u></b> <ul style="list-style-type: none"> <li>Deliver English and maths in the mornings to a mixed ability Y3/4 group</li> <li>Deliver foundation subjects, relevant to the age and ability group that you teach</li> <li>Be aware of pupils' capabilities and their prior knowledge, teaching appropriately to build on these demonstrating knowledge and understanding of how pupils learn</li> <li>Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them</li> <li>Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English</li> <li>Make accurate and productive use of assessment to secure pupils' progress</li> <li>Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study</li> </ul> |                                                                    |
| <b><u>Behaviour and Safety</u></b> <ul style="list-style-type: none"> <li>Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                    |

## Grading Job Description and Employee Specification

- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- 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

### **Knowledge, skill and experience:**

- GCSE A-C/9-5 or equivalent for maths and English
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Knowledge of safeguarding procedures and the Keeping Children Safe in Education documentation
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Can use ICT effectively to support learning

## Grading Job Description and Employee Specification

### **Work environment:**

- **Work demands**

The post holder will normally work within an agreed routine which may vary dependent upon the needs/behaviour of pupils.

- **Physical demands**

The post holder will be required to lift/handle basic classroom equipment when setting out learning environments.

- **Working conditions**

The post holder will work within the school environment while working with children and planning/preparing for intervention sessions. There is no expectation to work outdoors or away from the school premises.

- **Work context**

The post is predominantly based in the classroom areas around school and some risk is posed to the personal safety of the post holder. There will be some lifting of equipment when needed.

## Grading Job Description and Employee Specification

**Position in organisation:**

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes ☐ No ☒

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes ☐ No ☒

Please indicate which post(s) N/a

**Head teacher**



**Deputy  
Head teacher**



**Assistant  
Head teacher**



**Unqualified  
teacher**

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**POST NUMBER** \_\_\_\_\_

| <b>JOB TITLE    Unqualified Teacher</b>       |                                                                                                                                                                                                                              | <b>HOURS PER WEEK 32.5 hours</b>                                                                                                                          |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <b>ESSENTIAL</b>                                                                                                                                                                                                             | <b>DESIRABLE</b>                                                                                                                                          |
| <b>EXPERIENCE</b>                             | <ul style="list-style-type: none"> <li>Working with children with a wide range of needs</li> <li>Application of positive behaviour management experiences</li> <li>Innovative and creative approaches to teaching</li> </ul> | <ul style="list-style-type: none"> <li>Experience of working with primary age children</li> <li>Experience of teaching the National Curriculum</li> </ul> |
| <b>EDUCATION, TRAINING AND QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>GCSE English – A-C/9-5</li> <li>GCSE Maths – A-C/9-5</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Teaching Assistant Level 3 qualification</li> </ul>                                                                |
| <b>SKILLS AND KNOWLEDGE</b>                   | <ul style="list-style-type: none"> <li>An awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities</li> </ul>                                                      |                                                                                                                                                           |
| <b>PERSONAL QUALITIES</b>                     | <ul style="list-style-type: none"> <li>Able to work in a team</li> <li>Good communication and interpersonal skills</li> <li>Empathy</li> <li>Sense of humour</li> </ul>                                                      |                                                                                                                                                           |

Employee: \_\_\_\_\_ (signed) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ (signed) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_