



JOB DESCRIPTION

Job Title:	Unqualified Teacher
Pay:	Unqualified Teacher Pay Range UNQ1 to UNQ6
Responsible to:	Headteacher, Senior Leadership, Qualified Teachers
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Department for Education, Funding Bodies, Suppliers of Goods & Services & Visitors

Main Purpose of the Job:

- Be responsible for the learning and achievement of all pupils in the classes ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Take responsibility for promoting and safeguarding the welfare of young people within the Trust.

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder. The responsibilities are neither exclusive nor exhaustive and may change as requirements and circumstances change. The post holder may be required to carry out such other responsibilities as requested by management that are broadly within the level of the post.

Main Duties and Responsibilities:

All unqualified teachers are required to carry out the duties of an unqualified teacher as set out in the current *School Teachers Pay and Conditions Document*. Unqualified Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the performance management process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability of the group/subject(s) that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, and be able to use and evaluate distinctive teaching approaches to engage and support them.

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, and encourage pupils to respond to the feedback, reflect on progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.

Behaviour & Safety

- 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.
- 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.
- Carry out break and other duties as directed.
- Be responsible for promoting and safeguarding the welfare of young people within the School, raising any concerns following correct procedures.

Team Working & Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the School.
- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils achievements and well-being using school systems & processes as appropriate.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after Schools sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the School or as developed as an outcome of performance reviews.

General / Other

This job description does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the growing great people process or as appropriate and may vary without changing the character of the job or level of responsibility.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- To act as a positive role model.
- To participate in school initiatives where every person is expected to contribute to learners' progress.
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times.
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- Maintain the highest level of professional standards and to be aware of and adhere to all School and Trust policies and procedures including and in particular those for safeguarding the welfare of pupils.
- To undertake mandatory training as required by the School / Trust.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

As an employee of TPAT you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

PERSON SPECIFICATION – Unqualified Teacher

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>Grade C GCSE or equivalent in English & Mathematics</p> <p>Evidence of specialisms in specific curriculum areas or areas of particular learning difficulty</p> <p>Knowledge of the requirements of the national literacy and numeracy strategies</p> <p>Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies</p>	<p>Understanding of first aid procedures</p> <p>Degree / Qualification in subject area</p>	<p>Application</p> <p>Certificates</p>
Skills and Experience	<p>Ability to create a stimulating and safe learning environment</p> <p>Ability to plan, prepare and deliver the subject / specialism as relevant to the age and ability of the group/subject that you tutor</p> <p>Ability to assess and record the progress of pupils' learning to inform next steps and monitor progress</p> <p>Understanding of behaviour management strategies</p> <p>Ability to work in a team and individually using own initiative</p> <p>A commitment to the education and well-being of pupils</p> <p>Good written & verbal communication skills and be able to clarify and explain instructions clearly</p>	<p>Experience of working in a school environment or other environment with young people</p> <p>Ability to self-evaluate & actively seek opportunity for self-improvement as well as consulting with team members</p> <p>Excellent record of attendance & punctuality</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p> <p>References</p>
Specialist Knowledge and Skills	<p>Ability to deal with any confrontational situations appropriately</p> <p>Ability to maintain & respect confidentiality on particular issues</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

Behaviours and Values	<p>Team-player, personable, approachable, emotionally intelligent with a sense of humour</p> <p>Two fully supportive references from appropriate sources</p> <p>Display an understanding and commitment to the safeguarding of children; successful completion of an enhanced DBS, online search check and safeguarding checks</p>	<p>Strong professional relationships with parents and pupils</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p> <p>References</p>
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