

# Ss Peter and Paul Catholic Primary School

## Job Description for Unqualified Teacher



## Ss Peter & Paul Catholic Primary School

Part of The Romero Catholic Academy

**Grade:** Unqualified Teacher Pay Scale  
**Contract Type:** Fixed term until 31<sup>st</sup> August 2023  
**Start Date:** September/October 2022

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

### Core Purpose

As an Unqualified Teacher at Ss Peter and Paul Catholic Primary School the core purpose of the job is to facilitate and encourage learning of pupils aged 4-11 years, which enables students to achieve high standards.

### Duties and Responsibilities

#### Teaching and Managing Pupil Learning

1. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives and targets are met, momentum and challenge are maintained, and best use is made of teaching time.
2. Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
3. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.

#### Planning and Setting Expectations/ Pupil Achievement

4. Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
5. Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils learning, building on prior attainment.
6. Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEP's).



### Assessment and Evaluation

7. Assess how well learning objectives have been achieved and use this assessment for future planning and teaching.
8. Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
9. Monitor the progress of individuals and groups reporting any under achievement to the assessment co-ordinator.

### Relationships with Colleagues

10. Work as part of a team with the Principal and other teachers to continually strive to raise standards and achievement through:
  - a. planning and preparing the curriculum
  - b. planning and participating in enrichment activities
  - c. participating in INSET and other meetings as directed by the Principal

### Relationships with Parents, Other Agencies and the wider Community

11. Prepare and present informative reports, both written and oral, on pupils' progress and attainment for parents and other agencies as directed by the Principal.
12. Liaise with agencies responsible for pupils' welfare.
13. Provide opportunities to develop pupils' understanding by relating their learning to real and work related examples, recognising that learning takes place outside the school context.

### Manage Own Performance and Development

14. Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in subjects they teach.
15. Share responsibility for the implementation of school policies and practices.
16. Set a good example to the pupils they teach in their presentation and their personal conduct.
17. Evaluate their own teaching critically and use this to improve their effectiveness.
18. Participate in arrangements made in accordance with the regulations for Performance Management.

### Managing and Developing Staff and Other Adults

19. Establish effective working relationships with professional colleagues including, where applicable, support staff. All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).

**Responsible for:** n/a  
**Responsible to:** Principal

**Agreed by..... Date .....**

**Principal..... Date .....**

**Review date: This job description will be reviewed in September 2023 but may be reviewed before**

# Ss Peter & Paul Catholic Primary School

## Person Specification for Unqualified Teacher



**Ss Peter & Paul  
Catholic Primary School**

Part of The Romero Catholic Academy

	Essential	Desirable	Evidence
<b>Qualifications/Education:</b>			
5x GCSE or equivalent including Maths and English		✓	A
Evidence of continuous INSET and commitment to further professional development		✓	A
CCRS qualification		✓	A
<b>Knowledge, Skills &amp; Experience:</b>			
Teaching experience across the whole Primary age range		✓	AI
Evidence of Working in partnership with parents		✓	AI
Understanding of the theory and practice of providing effectively for the individual needs of all children (eg classroom organisation and learning strategies)	✓		AI
Clear understanding of the Statutory National Curriculum requirements at the appropriate key stage	✓		AI
Knowledge of the correct process for monitoring, assessment, recording and reporting of pupils' progress	✓		AI
Confident in the understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection	✓		AI
Clear understanding of the positive links necessary within school and with all its stakeholders	✓		AI
Demonstrate the use of effective teaching and learning styles	✓		AI
Knowledge of the preparation and administration of statutory National Curriculum tests		✓	AI
Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale;		✓	AI
Ability to develop good personal relationships within a team		✓	AI
Ability to establish and develop close relationships with parents, governors and the community		✓	AI
Ability to communicate effectively (both orally and in writing) to a variety of audiences		✓	AI
Ability to create a happy, challenging and effective learning environment		✓	AI
<b>Personal Qualities:</b>			
Passionate about positively impacting children's education	✓		AI
Comfortable dealing with parents, staff and children at all levels	✓		AI
Proactive	✓		AI
Collaborative, works well in a team	✓		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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