Unqualified Teacher: Job Description

Job Purpose:

- To support teaching a class/group of pupils as required, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- To cover PPA as required and cover teacher absence where required;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Ensure that the current national conditions of employment for unqualified school teachers are met.
- Contribute to extra-curricular activities within the school.

Duties:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and wider school team;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks, demonstrating a commitment to inclusivity and the Equality Act 2010;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and relationships policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies in an appropriate manner;
- Lead, organise and direct class-based support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance.