## Job Description

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| Job Title: | Educational Development Centre: Unqualified Teacher  |
| Reference: |  |
| Reports to: | Assistant Principal: Head of Educational Development |
| Responsible for: | No line management |
| Salary range: | UNQ 1 |
| Contract: | Full time |

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| Main purpose of the role: |  |
| Main duties: | 1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils with support from teaching staff.
2. To monitor and support the overall progress and development of pupils
3. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
4. To manage student behaviour to ensure a constructive working environment.
5. To contribute to raising standards of pupils’ attainment.
6. To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
7. To supervise the entry and departure of students in accordance with academy policy.
8. To record and report lesson attendance in accordance with academy policy.
9. To report back as appropriate using the academy’s agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
10. To deal with any immediate problems or emergencies according to the academy’s policies and procedures.
11. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.
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|  | **Essential** | **Desirable** |
| Qualification | * Hold a good honours degree or equivalent.
* Hold a grade 4/C in GCSE Maths and English
 | * A degree in English, Maths or Science
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| Experience | * Experience of working with children
* Be able to work calmly under pressure and in challenging situations
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| Skills | * Exceptional communication skills
* Committed to supporting students
* Ability to keep students focused and on task
* The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential
* Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils
* Ability to develop in pupils the skills to work independently and collaboratively
* Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.
* Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff.
* Creative and innovative.
* Excellent facilitation and presentation skills suitable up to and including senior managers.
* Data and IT literate with good IT skills.
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
* Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
* A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
* Ability to accept constructive feedback
* Self-motivated with ambition
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