

Five Acre Wood Unqualified Teacher

Reports to: Assistant Headteacher

Pay grade: Unqualified Payscale

Job Description

Purpose of Job:

To fulfil the professional responsibilities of a Teacher, as set out in the School Teachers' Pay and Conditions of Employment and to meet the expectations set out in the Teachers' Standards.

Principal Accountabilities:

- You are required to carry out duties of a class teacher as set out in the current Education (School Teacher's Pay and Conditions of Employment) Order including meeting all Teacher Standards
- All duties to be carried out in accordance with the principles of equal opportunities
- All staff are required to share responsibility for Health and Safety
- All staff will work in accordance with agreed school policies
- You will work under the direction of the Headteacher
- You will be accountable to the Headteacher and Governors
- As a teacher you are required to adhere to the Learning and Teaching Policy and work in accordance with the agreed policies and school procedures undertaking your share in the duties of the school
- You are required to be a good role model for the students promoting the vision statement and the ethos of the school
- You will provide a welcoming and exciting learning environment
- You will be required to work closely with your Learning Approach team and class team, sharing good practice
- You will be required to lead a class team and be responsible for TCP for staff allocated to you
- You will set targets for the students in order to promote high expectations and good progress in both learning and behaviour, including IEP targets
- You are responsible for monitoring the student's progress and for reporting to staff, parents and Governors, including contributing relevant material to Annual Reviews
- You will take responsibility for continuing your own professional development
- You will be responsible in the first instance to your Learning Approach Lead

Additional responsibilities undertaken on a voluntary basis

Effective communication and engagement with students, their families and carers and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Child development - Take part in appropriate trips to support the child with school.

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> • UK Bachelor's Honours degree (minimum 2:2) • Commitment to continue professional development 	
EXPERIENCE		<ul style="list-style-type: none"> • Total communication approach • PROACT training • Experience of working in an educational/nursery setting • Professional and/or personal experience of working with children with SEN
KNOWLEDGE	<ul style="list-style-type: none"> • A track record of excellent classroom practice/teaching practice • Understanding of the role of a class teacher • Knowledge of effective teaching and learning strategies, and confident in the ability to adapt teaching to meet pupil's needs. 	<ul style="list-style-type: none"> • An understanding of Special Needs • Knowledge of leading a class team
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills • Child centred approach • Ability to work independently but also as a team player • Establish professional working relationships with colleagues 	<ul style="list-style-type: none"> • Basic medical needs training e.g. Epilepsy, Allergies, Asthma (full training will be given)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • To be committed to the school's policies and ethos • To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline • To assist with ensuring Safeguarding policies and protocols are correctly followed 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Unqualified Teacher and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____