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|  | **PERSON SPECIFICATION****Unqualified Teacher** |  |

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| Grade | Unqualified Teacher (1-4) |
| Responsible to | Headteacher |

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| **Essential Skills and Knowledge** |
| * Qualifications in Maths and English GCSE Grade B Minimum
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| * Excellent communication skills, verbal and written
 |
| * Previous experience of managing/leading groups of children
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| * Patience and ability to remain calm in a stressful situation
 |
| * High level of confidentiality
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| * Able to work constructively as part of a team, understanding your role and that of others within the team
 |
| * Experience of using ICT effectively
 |
| * Can communicate information in a clear and concise manner
 |
| * Literacy and numeracy skills
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| * Ability to organise and prioritise workload to achieve deadlines
 |
| * Knowledge and understanding of developing a purposeful learning environment
 |
| * Knowledge and understanding of the Key Stage 1 & 2 Curriculum
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| * Ability to operate computerised and manual filing systems and to make improvements where necessary
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| * Ability to process and maintain accurate records
 |
| * Commitment to professional development
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| * Willingness and ability to work towards a teaching qualification if you don’t currently have QTS
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| **Desirable** |
| * Experience of teaching KS1/2
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| **Personal Qualities** |
| * Highly organised and able to get things done
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| * A commitment to education and to raising standards
 |
| * Prepared to be involved in the whole life of the school
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