

UNQUALIFIED TEACHER

Job details

Salary range: **£21, 993 - £28,738 (London Fringe) + Allowance for SEN/D £2,539 dependent on experience and qualifications**

Contract: **Full Time**

Reporting to: **Deputy Headteacher**

Main purpose

Teaching:

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress, and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for statutory and non-statutory assessments.

The UQ Teacher will also:

- Lead, manage and oversee any assigned class teaching team.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).
- Meet the expectations set out in the Teacher's Standards.
- Fulfil duties reasonably directed by the Headteacher.

N.B. The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities

In addition to core teaching responsibilities set out above, you will be required to undertake the following:

- Encourage good working practices and provide leadership, direction and support to a class team.

- Oversee all aspects of the class organisation and management including the preparation and chairing of class team meetings.
- Ensure the effective transition of pupils, class to class and school to school and if necessary, communicate with stakeholders to ensure continuity and progression.
- Evaluate achievement, attainment and pupils' progress data and provide this information and reports to the senior management team, governors and other stakeholders as required. This will include but not limited to: EHCP reviews, CLA reviews, ePEPs and school reports to parents.
- Implement and monitor the school Behaviour Policy and Charter.
- Ensure all 'non-negotiables' are applied.
- Manage and facilitate the induction process of new members of staff to your class, which includes making sure they have read all the key documentation for each child and understand the key teaching processes and routines for each individual.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, so as to support the school's values and vision.
- Make a positive contribution to the school's vision and values.
- Work with others on pupil development to secure coordinated outcomes.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to the post holder.
- Monitor quality and standards of resources delegated to the post holder.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.



southfield
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- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.