



The Park Schools Federation Unqualified Teacher Job Description

Job Title: Unqualified Teacher (Primary)

Grade: Unqualified Teacher Pay Scale (UTP 1–6)

Hours: Full Time

Responsible to: Executive Headteacher / Head of School
Senior Leadership Team

Main Purpose of the Post

To impact on the quality of teaching and learning by implementing the school's improvement priorities and by developing the professional responsibilities of a class teacher; Key Stage Team member; whole school team member.

Professional Responsibilities as a Class Teacher

Making an impact on the educational progress of a designated class of pupils.

- To support and contribute to the school's responsibility for safeguarding children.
- To provide a welcoming, positive, well organised, safe learning environment conducive to learning
- To set high expectations for pupils' behaviour and to maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To assess, record, report on attendance and punctuality and encourage high standards.
- To plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating either the Early Years Foundation Stage or the National Curriculum requirements in line with the curriculum policies of the school.
- To plan a curriculum that is built on prior learning, differentiated and appropriate to the pupils learning styles including homework.
- To plan tasks that are well matched and practical wherever possible
- To develop a variety of teaching styles and delivery
- Use assessment for learning and assessment of learning set targets; assess, track and report progress including marking of work including homework
- To direct and supervise the work of class-based Teaching Assistant(s)
- To co-operate and liaise with other school colleagues
- To communicate effectively with parents and support them to facilitate children to learn at home.
- To co-operate and liaise with other professionals from external agencies (for example, specialist teachers from the LEA support services, health professionals and social workers).

To contribute to the development of the school curriculum, teaching methods and their review

The Senior Leadership Team will identify an area or areas of the curriculum with each member of staff for which they will be given opportunities to develop a particular expertise and then arrangements made in directed time for this to be used to strengthen the provision of the school as a whole by sharing their expertise with colleagues.

To develop an expertise in the area(s) of the curriculum designated they will:

- Attend training events
- Attend cluster meetings
- Take part in self-study

- Participate in any other appropriate activity

To share their expertise with colleagues they will:

- Support planning, including content and teaching and learning activities that represent good practice in their curriculum area(s).
- Support Assessment – providing guidance on levels of attainment e.g. during joint assessment work or work sampling activities
- Trial materials, strategies and interventions related to the subject and share these, and their outcomes, with colleagues in staff meetings.
- Report back to staff meetings
- With the provision of time audit relevant resources and organise their deployment.

To use their expertise to advise and feedback to staff on strengths and areas for development in their curriculum area(s)

- By undertaking a 'learning walk' in a generic way.
- As part of a voluntary peer observation programme

To advise the Senior Leadership Team

- On the formulation of appropriate methods of assessment for their curriculum area(s)
- Of any in-service training in the curriculum area, they believe the school requires.
- On how policy in their curriculum area(s) should be reviewed, amended and updated,

Inclusion and Pupil Welfare

- Promote equality, diversity, and inclusion for all pupils.
- Support pupils' personal, social, and emotional development.
- Follow all safeguarding and child protection procedures in accordance with statutory guidance and school policy.

Curriculum and School Development

- Contribute to curriculum delivery, enrichment activities, and school initiatives.
- Participate in staff meetings, training, and professional development.
- Support extracurricular activities and school events where appropriate.

Communication and Partnership Working

- Work collaboratively with teaching staff, support staff, and leadership teams.
- Communicate effectively with parents and carers as required.
- Liaise with external professionals and agencies as directed.

Corporate Responsibilities

- To comply with all Derbyshire County Council and school policies, including safeguarding, health & safety, equality, and data protection.
- To demonstrate a commitment to continuous professional development.
- To promote and uphold the values and ethos of the school and the Local Authority.
- To carry out duties with due regard to confidentiality and professionalism.

Safeguarding and Child Protection

Derbyshire County Council and this school are committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share this commitment and comply with safeguarding policies and procedures. This role is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Equality and Diversity

Derbyshire County Council is committed to promoting equality of opportunity. You are expected to support and implement the Council's Equal Opportunities Policy at all times.

Other Duties

- To play a full part in the life of the school community and support its ethos including leading whole school assemblies.
- To organise and /or be involved in whole school events.
- To support out of school learning.
- To engage in Performance Management and actively pursue personal and professional development.
- To carry out any other duties which may from time to time be required, within the general level of responsibility of this post.