

JOB DESCRIPTION

UNQUALIFIED TEACHER

Job Title	Unqualified Teacher
Responsible to	Head Teacher
Key Internal Contacts	Other staff within the education team Staff in other departments within the Centre Staff in other centres in the region Central office staff
Key External Contacts	Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection Bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To provide a high quality education service for our students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.

KEY RESPONSIBILITIES

- To be responsible for delivering a curriculum subject for which you have an appropriate qualification
- To prepare, plan and assess teaching sessions as part of each young person's education programme
- To teach classes, groups and individual pupils within the framework of the National Curriculum and programme where appropriate
- To maintain an awareness of curriculum developments both locally and nationally
- To be responsible for the planning of schemes of work for specific areas of responsibility
- To oversee exam entries in liaison with the Head Teacher and other members of the education team
- To be responsible for the compilation of each young person's education timetable in liaison with the Deputy Head
- To attend and actively contribute to staff meetings and represent the whole education team at meetings as appropriate
- To share relevant information with colleagues to ensure that an overview of the education service is maintained
- To deliver in-house staff development training
- To lead/contribute to presentations relating to education where appropriate
- To make baseline and potential assessments of educational attainment, and set achievable targets for improvement
- To monitor progress of young people through regular tracking of performance
- To present written assessments of individual referrals as required
- To liaise with previous educational establishments and LEA's especially for those young people with an EHCP
- Write and implement Individual Education Plans for each young person in liaison with the education team
- To organise, prepare for and write reports for annual reviews for pupils in Class/Tutor Group
- To deliver lessons creatively, using the whole site and not restricting learning to the classroom
- To build a relationship with all young people, which encourage their interests and participation in education
- To assess and manage risk effectively in education and community settings
- To facilitate effective communication and record keeping of young people's progress
- To write and present education reports
- To work collaboratively with all members of the multi-disciplinary team and share information with team members in informal and formal situations

- Report relevant aspects of the young person's educational performance and behaviour outcomes to appropriate multi-disciplinary team members and outside agencies
- To attend training
- To identify purposeful educational training needs that will benefit personal and professional development, other colleagues and/or young people
- To maintain high professional standards at all times in terms of personal behaviour and carrying out duties as an educationalist
- To reflect on evaluate your own performance and the performance of the team
- Participate in supervision/training groups
- Demonstrate evidence of professional development through participation in internal and external training opportunities, personal study and practical experience
- Apply specialist knowledge and skills in order to demonstrate professional proficiency

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head or Deputy Headteacher.

PERSON SPECIFICATION UNQUALIFIED TEACHER

Education/Qualifications	Essential	Desirable
Minimum GCSE Maths and English Grade C or equivalent (ie Func Skills Level 2)	✓	
Recognised FE/HE/Trade/Skill Qualification in the subject/skill you are teaching.	✓	
Above FE/HE/Trade/Skill qualification to be at minimum Level 3 Teaching qualification (can be FE/HE)	✓	
Knowledge & Experience		
Knowledge of current education in terms of practice and process	✓	
Knowledge of the national curriculum and other programmes related to education	✓	
Experience of working with young people and/or young adults with SEMH	✓	
Awareness of planning programmes of study for a range of subject areas	✓	
Awareness of effective teaching and learning styles	✓	
Skills & Abilities		
Ability to work under minimal supervision	✓	
Ability to build and maintain effective working relationships	✓	
Ability to reflect and critically appraise own performance	✓	
Ability to maintain accurate record keeping systems	✓	
Effective communication and presentation skills	✓	
Effective team working skills	✓	

- Effective IT skills (Microsoft Office) ✓
- The desire to work with a challenging client group and empower them to succeed ✓
- Flexibility ✓
- Ability to demonstrate an awareness of equality and diversity and commitment to the aims and objectives of the policy in employment and client care and education. ✓
- Able to deal fairly and equally with colleagues and young people ✓