

Head Teacher: Laura Birkett

Whitehall Park School  
106, Hornsey Lane  
N5 6EP



**Unqualified Class Teacher**  
**Unqualified teacher Scale 1 – 6**  
**One year contract September 2019 – August 2020**

**Job Description:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment and behaviour
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

**Responsibilities:**

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.

**Core Aims:**

- To have high expectations for every child and provide stimulating, differentiated learning opportunities to unlock every child's full potential.
- To assist WPS Governors and SLT with developing outstanding practice in the National or EYFS curriculum and assessment arrangements as applicable to Reception pupils in a 4-11 setting.
- To contribute to the wider development of the school via support for enrichment activities.
- To support and drive high expectations, the ethos, aims and values of the school.
- To uphold all school policies and procedures and promote the good name of the school.
- To promote the use of current and emerging technologies creatively and positively to enhance learning.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty-first century;
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development;
- To encourage pupils to participate in an extensive range of sporting, cultural and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and wider communities.

## **MAIN DUTIES**

### **OPERATIONAL/STRATEGIC PLANNING**

- To assist in the teacher development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in curriculum areas and departments.
- To contribute to curriculum areas
- To plan and prepare courses and lessons with oversight from teaching staff.
- To contribute to the whole school's planning activities.

### **CURRICULUM DEVELOPMENT:**

- To develop a curriculum area for enrichment activity.

### **STAFF DEVELOPMENT:**

- To take part in staff development programmes by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To support teams in the effective/efficient deployment of teaching assistants
- To work as a member of a designated team and to contribute positively to effective working relations
- To develop and assist teaching programmes in conjunction with teaching assistants and monitor and review their implementation
- To assess the progress of students and direct the work of teaching assistants in the delivery of educational programmes

### **MANAGEMENT INFORMATION:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information to the Headteacher.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning and respond to SENCO, Headteacher and Inclusion Manager.

### **QUALITY ASSURANCE:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation with teaching staff. To seek/implement modification and improvement where required.
- To take part in reviewing methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school with all staff.

### **COMMUNICATIONS:**

- To communicate effectively with the parents of students as appropriate.
- To co-operate and communicate with other teaching and support staff.
- Where appropriate, to communicate and co-operate with outside agencies.
- To follow agreed policies for communications in the school.
- To contribute to personal development curriculum and citizenship groups and lead behaviour management groups.
- To apply the Positive Behaviour Policy so that effective learning can take place.

**MANAGEMENT OF RESOURCES:**

- To support the process of the ordering and allocation of equipment and materials with relevant staff.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.

**PASTORAL SYSTEM:**

- To be assigned group of students.
- To promote the general progress and well-being of individual students and of the teaching as a whole.
- To liaise with Senior Managers to ensure the implementation of the school's Pastoral System.
- To register students and encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to date student records as may be required.
- To contribute to the preparation of Individual Education Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students after consultation with the appropriate staff.

**TEACHING:**

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the school and elsewhere in liaison with other teaching staff.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required by SENCO and Headteacher.
- To contribute to written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students.
- To prepare materials for the day.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the schools procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work
- To mark, grade and give written/verbal and diagnostic feedback as required.

**ADDITIONAL DUTIES:**

- To play a full part in the life of the school's community, to support its vision and ethos and to be a good role model for all pupils.

**OTHER SPECIFIC DUTIES:**











- To continue professional development as agreed.
- To engage actively in the performance review process.




This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required. The postholder must comply with the school's Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms.

## PERSONAL SPECIFICATION - UNQUALIFIED TEACHER

Please note: The Person Specification is a picture of the education, knowledge, skills and experience to carry out the job. The successful candidate must satisfy all of the essential criteria. Short listing will be in the basis of the criteria indicated by the 'Application Form' in the Evidence column.

Requirements	Essential	Desirable	Evidence
<b>Qualifications / Education / Other</b>			
G.C.S.E Maths, English Minimum			Application Form / Certificates
Qualifications linked to working with children with SEN		<input type="checkbox"/>	Application Form / Certificates
<b>Professional Development Experience</b>			
Evidence of further training in SEN		<input type="checkbox"/>	Application Form / Interview
Evidence of developing courses		<input type="checkbox"/>	Application Form / Interview
Successful instruction of pupils with EBD			Application Form / Interview
Experience of working with children having SEN			Application Form / Interview
Experience of OFSTED process		<input type="checkbox"/>	Application Form / Interview
Successful OFSTED / observational experience		<input type="checkbox"/>	Application Form / Interview
<b>Knowledge / Skills</b>			
Evidence of ability of lead a group			Interview/References
ICT Literate	 		Application Form
Evidence of having influenced the quality of learning, in present establishment			Application Form / Interview
Skilled in conflict resolution / counselling		<input type="checkbox"/>	Application Form / Interview
Contribute to the writing and implementation of IEP's and IBP's		<input type="checkbox"/>	Interview
Ability to drive and have the use of a vehicle		<input type="checkbox"/>	Certificates
Understanding and knowledge of approaches to a variety of positive behaviour management.			Interview
<b>Personal Qualities</b>			
Empathy with children / parents who are experiencing difficulties.			Interview
Flexible approach to people and situations			Interview

A keenness for further professional development		<input type="checkbox"/>	Interview
<b>Interests / Motivation relevant to the post</b>			
Willingness to work in close partnership with staff, parents and other professionals.			Interview
Interests other than education		<input type="checkbox"/>	Interview
Ability to contribute to extra-curricular activities		<input type="checkbox"/>	Interview
<b>Commitment</b>			
Commitment to the school, pupils and parents			Interview
Commitment to the school's Equality Policy and a willingness to promote the ethos of the school			Interview

### Working Hours

The core working hours for teachers are determined across the school year in accordance with the Burgundy Book and include designated time for attendance at all staff meetings and other school events for example induction days, school productions, residential trips, parent consultation evenings. Obviously you will be required to vary these hours as and when the volume and nature of the work demands this. You will be required to attend all staff training (Inset) days and to be available to work as reasonably requested by the Headteacher.

### Safeguarding

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.*