



JOB DESCRIPTION UNQUALIFIED TEACHER

The appointment is subject to the current conditions of employment for unqualified teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, and other current legislation.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

GENERAL DESCRIPTION

To carry out the following professional duties of an unqualified teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.

PUPIL PROGRESS

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students' work and set targets for progress
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving

PROFESSIONAL PRACTICE

- Meet the learning needs of students including identified SEN or very able students
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment data and ensure schemes of work are met
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning, behaviour and discipline
- Use a variety of teaching methods to:
 1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 2. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 3. select appropriate learning resources and develop study skills through library, ICT and other resources;

- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate own teaching critically to improve effectiveness
- Prepare and present informative reports to parents
- Establish effective working relationships and set a good example through personal and professional conduct

CONTRIBUTION TO ETHOS AND PRIORITIES OF THE COLLEGE

- Operate at all times within stated policies and practices of the College
- Contribute to the corporate life of the College through effective participation in meetings and other management systems necessary to co-ordinate the management of the College
- Take responsibility for own professional development and duties in relation to College policies and practices
- Liaise effectively with parents and department colleagues