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**Unqualified Teacher**

**Job Description**

**Grade: UTS**

1. **Job Purpose**
   1. To support and ensure that all pupils have access to educational and curriculum related support
2. **Key Responsibilities**
   1. To plan and deliver for targeted pupils, small group sessions in the subject to provide support for the curriculum
   2. To deliver small group sessions with a range of inclusive strategies and interventions to improves outcomes
   3. To plan and monitor a system of goal setting that will raise achievement
   4. To provide support for the Head of Department to improve the progress of students in specified subject.
   5. To help raise standards across the subject as a whole, which may include:
      1. Liaising with teachers and other support staff regarding promoting the throughout the school so that staff are aware of the routes they can take where there may be concern about a particular pupil or subject area.
      2. To create and analyse data on achievement levels to identify specific classes or individual’s achievement levels so as to monitor any deterioration or improvements in the subject area
   6. To act as a contact for, and provide regular communications with, parents and attend and provide support at parent meetings in order to meet and discuss aspects of relevant pupil performance and find solutions to any potential problems
   7. To design, manage, attend or help support any extra-curricular activities for those pupils under achieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition
   8. To ensure all tasks are carried out with due regard to Health and Safety
   9. To undertake appropriate professional development including adhering to the principle of performance management.
   10. To adhere to the ethos of the school
       1. To promote the agreed vision and aims of the school
       2. To set an example of personal integrity and professionalism
       3. Attendance at appropriate staff meetings and parents evenings
   11. Any other duties as commensurate within the pay scale in order to ensure the smooth running of the school

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date: