



# *St Mary's Catholic Primary School*

*Headteacher: Mrs Helen Armstrong  
Diocese of Plymouth*

## **Unqualified Teacher Job Description**

**Nature of Post:** Unqualified Teacher

**Name of Post Holder:**

**Grade:** Unqualified teacher

**Responsible for:** Delivery of the PE Curriculum

### **Purpose of the Role:**

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

You should exercise your general professional duties and any particular duties as the headteacher may reasonably direct from time to time. This includes directed time allocations.

The details set out below describe the main duties and responsibilities relating to the post; however, this document does not allow for every item to be specified in detail, nor does it direct the amount of time to be spent on carrying them out and no part of it can be so construed.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

## **Main Duties:**

### **Teaching and Managing Pupil Learning**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour through well-focused teaching and through positive and productive relationships.
- Contribute to extra-curricular activities.
- Ensure that the current national conditions of employment for unqualified school teachers are met

### **Planning and Setting Expectations/Pupil Achievement**

- Identify clear teaching objectives, content, lesson structures and activities appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.

### **Assessment and Evaluation**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum.

### **Relationship with Parents and the Wider community**

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils wellbeing where necessary.

### **Manage Own Performance and Development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subject taught.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils at all times in presentation and personal conduct.

- Evaluate own teaching critically and use this to improve effectiveness.

### **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, support staff and associate staff.

### **Managing Resources**

- Select and make good use of all manner of learning resources which enable teaching objectives to be met.

### **Responsibilities**

- To review, develop and manage activities relating to a specific area of the curriculum.
- To work alongside and support colleagues in a Curriculum team
- Advise and cooperate with colleagues on the preparation and development of teaching methods, teaching programmes, methods of teaching and assessment in subject specialisms

**Headteacher** .....

**Date:** .....