

Post title	Unqualified Teacher
Salary and grade:	£18,419 - £22,019
Reports to:	Senior Leadership
Base	Womenswold, Canterbury, Kent
Hours	37.5hrs Monday – Friday (08:30-16:30)

Main purpose of the role:

The post holder will work alongside Cross Keys Learning staff to deliver high quality teaching provision which will include:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in the areas of Sports, English and Science up to KS4
 - 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
 - To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
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Key duties and responsibilities

Teaching

- Deliver the curriculum as relevant, to the age and ability group/subject(s) that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress, and outcomes of the students you teach.
- Be aware of student capabilities and their prior knowledge, and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how young people learn.
- Have a clear understanding of the needs of all students including those with special educational needs; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for, promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g., systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all

backgrounds, abilities and dispositions, monitoring student progress and levels of attainment which ensure student and programme success.

- To demonstrate subject knowledge and up-to-date expertise, using a variety of appropriate method, styles and learning materials at a level consistent with effective teaching and assessment of the programme, including ICT, group, and individual work.
- Make accurate and productive use of assessment to secure student progress.
- Give students regular feedback both orally and through accurate marking, and encourage them to respond to the feedback, reflect on progress, their emerging needs and encourage them to adopt a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Participate in arrangements for examinations and assessments in liaison with the school's examination process and ensure all organisational and Awarding Bodies' procedures and processes are adhered to within the relevant timescales.

Safeguarding

- Always take responsibility for promoting and safeguarding the welfare of children and young people within Cross Keys Learning, raising concerns in line with National/local policy/procedure.

Behaviour and Safety

- Establish a safe, purposeful, and stimulating environment for Cross Keys Learning students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students needs to inspire, motivate and challenge.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self control and independence of all students.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the student curriculum, or organisation of Cross Keys Learning, including pastoral arrangements.
- Work proactively and effectively in collaboration and partnership with students, parents/carers, other staff, and external agencies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of good practice.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation, and pastoral functions of Cross Keys Learning.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers around student achievements and well-being. using Cross Keys Learning systems/processes as appropriate.

- Make a positive contribution to the wider culture and ethos of Cross Keys Learning.
- Deploy support staff effectively as appropriate

Administration

- Register the attendance of and supervise students, before, during or after sessions as appropriate.
- Participate in and carry out, any administrative and organisational tasks.
- To complete daily Cross Keys Learning behaviour logs/observation records where appropriate.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on student progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues and management.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by Cross Keys Learning management.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Proactively participate with arrangements made in accordance with Cross Keys Learning Supervision and Appraisal Policy
- Keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops, and meetings.
- Take on any additional responsibilities which might, from time to time, be determined.

Other

- To have professional regard for the ethos, policies, and practices of Cross Keys Learning, and maintain high standards in your own attendance, appearance and punctuality.
- Perform any reasonable duties as requested by management.
- To actively promote equality and diversity and Health and Safety in all aspects of the role.

Note:

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

The person specification provides an overview of the skills knowledge and experience required to undertake the role and will be used as part of the shortlisting and selection process.

Person Specification – Unqualified Teacher

Criteria	Essential	Desirable	Evidence Base/Mode of Assessment
Bachelor's degree (hons)	✓		Application
QTS (eligibility and the ability to complete		✓	Application/Interview

this in 2 terms)			
GSCE Mathematics, Science and English at or above grade C or 4	✓		
Evidence of continuing professional development	✓		Application/Interview
Evidence of delivering vocational courses		✓	Application/Interview
Evidence of working with students who have SEN needs as an unqualified teacher for a minimum of 2 years		✓	Application/Interview
In receipt of recent behaviour management training	✓		Application/Interview
Evidence of teaching courses and achieving course outcomes with their students, and have a sound understanding of how young people learn	✓		Interview
Ability to plan and prioritise tasks, and work to agreed deadlines	✓		Application/Interview
Proven success managing student assessments, attainment and accreditation systems, and reporting outcomes.	✓		Interview
Knowledge of and involvement with, performance review	✓		Interview
Knowledge and experience of procedures to safeguard the welfare of the students	✓		Interview
Sound in the knowledge and application of appropriate professional boundaries for school staff	✓		Interview
An ability to work within a team	✓		Application/Interview
Competent ICT skills	✓		Application/Presentation
Honesty, Integrity, Empathy and humour	✓		Application/Referees
Commitment to the promotion of the concept of equal opportunities	✓		Application/Interview
A liking and genuine respect for young people who can sometimes be challenging.	✓		Application/ Interview & Presentation

This post is subject to an enhanced DBS check and other appropriate clearances required to work within an education setting.