



POST TITLE: Unqualified Teacher

Cottenham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

In accordance with the school’s policies and under the direction of the Headteacher:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- where required, plan and prepare lessons and sequences of lessons
- teach, according to their educational and SMSC needs, the pupils assigned to you
- where required, follow the school’s agreed systems and structures for feedback – including written feedback
- where appropriate, contribute to the assessment of pupils’ performance

Other activities

- promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you
- where necessary and appropriate, communicate and consult with the parents of pupils

Appraisal or review of performance

- participate in arrangements made in accordance with the **Education (School Teachers’ Appraisal) (England) Regulations 2012** for the appraisal or review of your performance and that of other teachers;

Review, induction, further training and development

- consider arrangements for your further training and professional development as an unqualified teacher including, where appropriate, undertaking regular training and regular professional development which aims to support the school’s curriculum vision or to meet expectation needs identified through the appraisal process

Educational methods

- advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- Attend an agreed number of professional development activities which relate to the school’s curriculum or the administration or organisation of the school

Administration

- where required, attend assemblies, register the attendance of pupils and supervise pupils

Signed and dated by Unqualified Teacher:

Signed and dated by Headteacher:

