

Job Description

Unqualified Teacher



Job Title:	Unqualified Teacher
Reporting to:	Lead Teacher
Responsible for:	N/A
Supported by:	Teacher / Lead Teacher as directed
Location:	Location is based on the place of study for the child or young person. This may include KEYFORT Alternative Provision sites, community settings, home tutoring arrangements or other agreed locations.
Working pattern:	Term-time role. Hours and working pattern will be confirmed in line with service need, commissioned provision and contractual arrangements.
Travel:	Travel may be required. Any requirement to drive will be confirmed on a case-by-case basis depending on placement requirements and the needs of the business.

Summary of role

To support the planning, delivery and review of person-centred learning within Alternative Provision, under the guidance, support and oversight of a Teacher and/or Lead Teacher. The Unqualified Teacher will support young people to overcome barriers to learning, build independence, develop life skills and make meaningful progress, while working within their level of experience, competence and agreed direction.

About Alternative Provision

KEYFORT Group Ltd provides Alternative Provision / Alternative Education for children and young people who require support outside of a mainstream classroom environment. Alternative Provision is a personalised route to learning, structure and support for young people who may experience barriers linked to special educational needs and disabilities, social, emotional and mental health needs, anxiety, trauma, health, behaviour, attendance or other individual circumstances. The aim is to provide safe, consistent and person-centred support that helps each young person build confidence, routine, engagement, independence and progress, with transition or reintegration into an appropriate education setting where this is suitable.

Key responsibilities

- Promote and safeguard the welfare of children and young people you support or come into contact with.
- Build positive, professional and respectful relationships with young people, families, commissioners, education contacts and external professionals, where appropriate.
- Support a safe, structured and person-centred learning environment that reflects each young person's agreed plans, needs and outcomes.
- Follow KEYFORT Group Ltd policies, procedures, guidance and communication expectations at all times.
- Contribute to practice that follows and implements the Department for Education non-school alternative provision voluntary national standards, where applicable, alongside KEYFORT Group Ltd policies and commissioner requirements.

Safeguarding, welfare and support

- Read, understand and follow support plans, risk assessments, behaviour support plans, care plans, Education, Health and Care plan outcomes and any agreed learner plans before delivering or supporting sessions.
- Report safeguarding concerns, welfare concerns, incidents, accidents and near misses promptly and in line with company procedures.

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- Use agreed behaviour support strategies consistently, calmly and professionally.
- Support young people to develop confidence, communication, emotional regulation, independence and positive engagement.
- Maintain professional boundaries with young people, families and external professionals at all times.

Learning, progress and evidence

- Support the planning and delivery of safe, high-quality, person-centred learning sessions under the guidance, support and oversight of a Teacher and/or Lead Teacher.
- Deliver agreed learning activities using curriculum plans, learner plans, Education, Health and Care plan outcomes, individual learning targets and commissioner requirements, as directed by the Teacher and/or Lead Teacher.
- Plan and set appropriate tasks only where this has been agreed and reviewed by the Teacher and/or Lead Teacher.
- Use differentiation, adaptations and agreed resources to support individual engagement, confidence, communication and progress.
- Engage young people in meaningful timetables with suitable resources and adaptations, with guidance from the Teacher and/or Lead Teacher.
- Gather evidence of learning and create meaningful records linked to targets on relevant systems.
- Monitor and share information about each young person's engagement, progress, presentation and support needs with the Teacher and/or Lead Teacher.
- Do not make significant changes to curriculum plans, learner targets, risk management approaches or support strategies without guidance and agreement from the Teacher and/or Lead Teacher.
- Contribute to review meetings and professional discussions alongside the Teacher, Lead Teacher or line manager where required.

Recording, systems and communication

- Complete accurate session logs, attendance records, learner records, progress updates and evidence of learning within required timescales.
- Use relevant systems, including Log My Care and any other agreed recording systems, as directed.
- Keep in regular contact with your line manager and relevant KEYFORT colleagues by agreed communication channels.
- Share relevant information promptly with your line manager, including changes in presentation, attendance, engagement, risk or support needs.
- Maintain confidentiality and handle information in line with data protection requirements and company policy.

Health and safety

- Ensure the learning environment is safe and report any health and safety concerns immediately to your line manager or the appropriate contact.
- Follow agreed ratios, risk assessments and location-specific arrangements for each child or young person.
- Support safe practice when sessions take place in Alternative Provision sites, community settings, home environments, shared spaces or off-site activities.
- React to incidents as they occur and follow company policies and procedures in relation to safeguarding, behaviour support and health and safety.

Professional conduct

- Act in a professional manner and maintain a professional image at all times.
- Attend confirmed sessions punctually and remain available for the agreed session times unless otherwise authorised.

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- Do not share personal contact details or personal information with young people or families unless this has been agreed as part of a formal support arrangement.
- Do not discuss business logistics, staffing arrangements, contractual matters or internal processes with families or external professionals unless this forms part of your role and has been agreed by management.
- Work collaboratively with colleagues and pass on relevant information to support safe, consistent and high-quality provision.

Training, supervision and quality assurance

- Undertake mandatory training, role-specific training and refresher training by required deadlines.
- Understand that failure to complete required training may result in removal from sessions until training has been completed.
- Attend supervision, meetings, reviews, audits, observations and feedback sessions as requested.
- Engage positively with quality assurance processes, including reviews of learner progress, records, support plans, risk assessments, evidence of learning and session quality.
- Reflect on feedback and make improvements to practice where required.

Supported teaching responsibilities

- Work under the direction, guidance and oversight of a Teacher and/or Lead Teacher at all times.
- Seek guidance where learning needs, behaviour, safeguarding, risk, engagement or progress are unclear or change during provision.
- Act on feedback from the Teacher and/or Lead Teacher to improve planning, delivery, recording and learner support.
- Work within agreed levels of responsibility, experience and competence, escalating anything outside of this promptly.
- Support consistent practice by following agreed teaching plans, learning resources, assessment guidance and quality expectations.

General

- This is a term-time role. Annual leave, planned absence or unavailability should not be booked or taken during term time unless authorised in advance in line with company policy, contractual arrangements and service need.
- Travel may be required depending on the needs of the placement, commissioned provision and the needs of the business. Any requirement to drive will be confirmed separately on a case-by-case basis and may require a full UK driving licence, access to a vehicle and business insurance.
- Be responsible for managing your own diary, checking your schedule and ensuring you are available for confirmed sessions and duties.
- Work within all KEYFORT Group Ltd policies, procedures and reasonable management instructions.
- Undertake any other duties reasonably requested that are relevant to the role and do not substantially change the general nature of the post.

Employee Signature:	Date:	Employee Name:
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