Unqualified Teacher (UQT) Policy

Name of Policy	Unqualified Teacher (UQT) Policy
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Contents

1. Aims

The service aims to:

> Recruit UQTs where a qualified teacher is unavailable

> Provide UQTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers

> Ensure all staff understand their role and responsibilities

2. The support programme

For a full-time UQT, the support will be ongoing. The UQT will be paired with a qualified subject specialist.

Each UQT will:

> Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant teaching standards throughout their employment with KHNES.

> Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range

> Regularly teach the same class or classes

> Take part in similar planning, teaching and assessment processes to other teachers working in similar posts

> Not be given additional non-teaching responsibilities without appropriate preparation and support

> Not have unreasonable demands made upon them

> Not normally teach outside the age range and/or subjects they have been employed to teach

> Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis

3 Support for UQTs

We support UQTs with:

> Their designated mentor, who will provide day-to-day monitoring and support, and co-ordinate their assessments

> Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback

> Chances to observe experienced teachers, either within the service or at another service with effective practice

3.1 At-risk procedures

If it becomes clear the UQT is not working at expected standards, additional monitoring and support measures must be put in place immediately, meaning:

> Areas in which improvement is needed are identified

> Appropriate objectives are set to guide the UQT towards satisfactory performance

> An effective support programme is put in place to help the UQT improve their performance

If there are still concerns about the UQT's progress the headteacher will discuss this with the UQT, updating objectives as necessary and giving details of the improvement plan for the next period.

4. Roles and responsibilities

4.1 Role of the UQT

The UQT will:

> Meet with their subject mentor at the start of the programme to discuss and agree priorities, and keep these under review

> Agree with their subject mentor how best to use their reduced timetable allowance

> Participate fully in the mentoring process

> Participate in scheduled classroom observations, progress reviews and work scrutiny's

When the UQT has any concerns, they will:

> Raise these with their subject mentor as soon as they can

> If not satisfied with the subject mentor's response then raise it with the Lead practitioner for teaching and learning

4.2 Role of the headteacher

The headteacher will:

> Make sure the UQT's post is suitable according to statutory guidance (see section 3.1 above)

> Ensure the subject mentor is appropriately trained and has sufficient time to carry out their role effectively

> Ensure the UQT's progress is reviewed regularly, including through observations and feedback of their teaching

> Make the Management Committee aware of the support arrangements in place for the UQT

4.3 Role of the subject mentor

The subject mentor will:

> Provide guidance and effective support to the UQT, including coaching and mentoring

> Carry out regular meetings to support the UQT with preparation and subject knowledge development

> Ensure that the UQT's teaching is observed and feedback is provided

> Ensure the UQT is aware of how they can raise concerns about their support programme or their personal progress, both within and outside of the service

> Take prompt, appropriate action if the UQT appears to be having difficulties

4.4 Role of the management committee

The management committee will:

> Be satisfied that the service has the capacity to support the UQT

> Ensure the headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post

> Investigate concerns raised by the UQT as part of the service's grievance procedure

5. Monitoring arrangements

This policy will be reviewed **annually** by the Lead practitioner for teaching and learning. At every review, it will be approved by the management committee.