



BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## **Guidance on the Employment of Unqualified Teachers**

### **Definition of unqualified teachers**

“Unqualified teacher” means a teacher who is not a qualified teacher with Qualified Teacher Status (QTS). Unqualified Teachers, (depending on the role) are also often referred to as instructors, industry professionals, overseas teachers, student teachers and nursery teachers, however for the purposes of this document will be referred to as unqualified teachers.

### **Employing an unqualified teacher to a specialist role**

The Bath & Wells Multi Academy Trust (hereafter referred to as the MAT) recognises that there are some particular roles within schools that may require specific skills, qualifications and knowledge which may be suited to an alternative profession to a teacher. In these instances the school may consider the appointment of an unqualified teacher.

Unqualified teachers can be appointed to deliver a subject which requires “a specific art or skill” where special qualifications, knowledge base or experiences are required for that particular subject area. This may include for example, professionals such as sports coaches, musicians, photographers, scientists, engineers, as well as experienced teachers and heads from overseas who may be extremely well-qualified and are excellent teachers, but do not have QTS.

When making unqualified teacher appointments to specialised roles the school would need to be completely satisfied that the appointed person was appropriate and the best appointment for the role with the relevant knowledge and qualification. The school would also need to be able to clearly justify the specialist skills that person brought.

Schools should consider that where specialist roles are being recruited to due to time limited funding (such as sports premiums) or a time limited project that an appropriate fixed term contract is offered.

Where an individual employed as an unqualified teacher is absent either through sickness or maternity then the school may recruit someone on a fixed term contract to cover their absence in the usual way.

Where a school has been unsuccessful in appointing an appropriately qualified professional to a specific role through a recruitment campaign or where the vacancy is only needed on a short fixed term basis, the school should consider the use of a specialist agency/staffing providers such as SASP.

## **Appointing an unqualified teacher to a classroom teacher role**

It is the expectation of the MAT that classroom teacher vacancies within schools are filled by Qualified Teachers with QTS, or where appropriate Newly Qualified Teachers (NQT's). However the MAT recognises that there may be circumstances where the school is not able to find a suitably qualified teacher, and in such circumstances the school may consider the appointment of an unqualified teacher.

If an unqualified teacher is appointed to a classroom teacher role, the school would need to be confident that the individual has the appropriate knowledge, skills and qualifications to carry out the role. Where an unqualified teacher is appointed to a teaching role, it is the MAT's expectation that throughout the appointment the individual will work towards gaining QTS and will not remain working in a classroom teacher role without QTS for more than 4 years.

A qualified teacher from overseas who does not have QTS status in England is the most likely candidate to be appointed as an unqualified teacher in a classroom teacher role. The regulations on employing overseas teachers change on a regular basis. The Headteacher/Principal/Executive Principal is responsible for ensuring compliance on employing overseas teachers at the time of appointment.

## **Ensuring high quality teaching when appointing an unqualified teacher**

Ensuring the highest quality of teaching is paramount to the success of each school and the Headteachers/Principals and Executive Principals within each school will be responsible and trusted to employ staff that they believe to be well-qualified for the job. All schools will continue to be held accountable for the quality of teaching and therefore it is essential that they ensure the highest quality of teaching and learning within each school.

## **Restrictions**

Because of their unique and specialist role, Special Educational Needs Coordinators and Designated Teachers for looked after children will still be required to have QTS.

## **Unqualified teachers pay**

Unqualified teachers will be paid at the appropriate level of the unqualified teachers' pay scale and in line with the MATs Pay and Reward Policy. If industry experts aspire to take up a long-term teaching career it is advised that they complete a course of initial teacher training, which would enable them to be paid as a qualified teacher.

The following categories of unqualified teacher are covered by the School Teachers Pay and Conditions Document if they provide primary or secondary education under a contract of employment in a school:

- (a) overseas trained teachers;
- (b) persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993;
- (c) student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS;

- (d) assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989;
- (e) in England persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;

In the unique circumstance that a professional is appointed outside this remit they will be appointed in accordance with the National Joint Council for Local Government Services, National Agreement on Pay and Conditions Document ('The Green Book').

### **Allowances payable to unqualified teachers**

Unqualified teachers may not hold TLRs or SEN allowances.

In exceptional circumstances the MAT may pay an additional allowance to an unqualified teacher when it is deemed by the Headteacher that the salary available on the Unqualified Teachers' scale is not adequate having regard to his/her responsibilities, qualifications and experience.

Where the value of the unqualified teachers' allowance is reduced, safeguarding arrangements will apply in line with the School Teachers Pay and Conditions Document.

### **An unqualified teacher who becomes qualified**

Upon obtaining qualified teacher status an unqualified teacher must be transferred to a salary within the main pay range for teachers in accordance with the School Teachers Pay and Conditions Document

**The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi Academy Trust**

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