

JOB DESCRIPTION

POST TITLE: Teacher

RESPONSIBLE TO: Headteacher; Senior Management

POST GRADING: BCPS 1 TO 11

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the teacher concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Conditions of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

Part 1:

1.1. Exercise of general professional duties

You shall carry out the professional duties of a teacher as set out within the current School Teachers' Pay and Conditions Document and as circumstances may require under the reasonable direction of the head teacher;

1.2. Exercise of particular duties

You shall perform, in accordance with any directions which may reasonably be given to you by the head teacher from time to time, such particular duties as may reasonably be assigned to you.

1.3. Professional duties

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

1.3.1. Teaching:

In each case having regard to the curriculum for the school:

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students;

1.3.2. Other activities:

- promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- providing guidance and advice to students on educational and social matters including information about sources of more expert advice on specific questions;
- making relevant records and reports;
- making records of and reports on the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- participating in meetings arranged for any of the purposes described above;
- being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person;
- being aware of and supporting diversity and ensuring all students have equal access to opportunities to learn, develop and to be successful.

1.3.3. Assessments and reports:

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

1.3.4. Performance Management:

Participating in arrangements made for the performance management process at this school including the reviewing of your own performance and that of other teachers:

- monitoring and reviewing the work of non-teaching staff within your phase with the expressed intention of improving their performance and achievement and that of their students;
- reviewing from time to time your own methods of teaching and programmes of work;
- participating in arrangements for your further training and professional development as a teacher;
- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for their supervision and training;

1.3.5. Educational methods:

Advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

1.3.6. Discipline, health and safety:

Maintaining good order and discipline among the students and safeguarding 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.

1.3.7. Staff meetings:

Participating and, where appropriate, leading in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

1.3.8. Cover:

Supervising and, so far as practicable, teaching any student whose teacher is not available to teach them subject to a maximum of 38 hours reasonably spread over an academic year:

Subject to certain exceptions, you shall not be required to provide such cover:

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
- (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the governing body, for two or more working days before the absence commenced.

the exceptions are:

- (a) the head teacher has exhausted all reasonable means of providing a supply teacher to provide cover without success; or
- (b) the teacher needing to be covered is a full-time teacher at the school but has been assigned by the head teacher in the time-table to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the school.

1.3.9. Public examinations:

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations:

- recording and reporting such assessments;
- participating in arrangements for students' presentation for and supervision during such examinations.

1.3.10. Management:

- Assisting the head teacher or an assessor in carrying out assessments of other teachers for whom you have a responsibility.
- Supporting teaching and non-teaching staff within your Key Stage phase.
- Maintaining an overview of the curriculum.
- Monitoring and reviewing the educational progress of all students within the phase ensuring continuing success for the students.
- Liaising with Phase managers and others to ensure continuity and progression within the curriculum across the school.
- Taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation, pastoral functions and extended services of the school.

1.3.11. Administration:

- Participating in administrative and organisational tasks related to such duties as are described above (paragraphs 1.3.1 to 1.3.10), including the management and/or supervision of persons providing support for the teachers in the school.
- Attending assemblies where and when appropriate;
- Registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

1.3.12. Working time

You shall be available to perform such duties at such times and in such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

Time spent in travelling to or from the place of work shall not count against the 1265 hours.

You shall not be required under your contract as a teacher to undertake midday supervision and you shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.

In addition to the requirements set out above, you are required to work such additional hours as may be needed to enable you to discharge effectively your professional duties as set out in Part 1 of this job description including, in particular, the marking of students' work, the writing of reports on students and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which these duties shall be performed, shall not be defined but shall depend upon the work needed to discharge your professional duties.

Part 2:

The post requires you to teach students in the age range 4+ to 11+ years as consistent with the ages of students attending this Community Primary School and, in particular, those students who are accepted as being at the age and stage appropriate for a Year 5 class or, at the reasonable direction of the Headteacher, any particular class or year group or teaching group. This job description is non contractual and may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the teacher in question.

Part 3:

You are required to carry out such particular professional duties set out in the School Teachers Pay and Conditions Document as may pertain at this time as the Headteacher may reasonably direct from time to time.

SIGNED:

HEADTEACHER

SIGNED:

TEACHER

DATED: