



## Wolsingham Primary School Job Description

<b><u>Post Title:</u></b>	Teacher
<b><u>Grade:</u></b>	MPS
<b><u>Responsibility:</u></b>	to teach a part time in the Nursery setting and cover PPA in Year 1 and Year 3 classes and to be responsible for specific areas of the school curriculum
<b><u>Responsible to:</u></b>	Headteacher

Hours of duty: 1,265 hour per annum – 195 required teaching days

The duties and responsibilities set out in this job description are to be carried out in accordance with the Education (School Teachers Pay and Conditions Document) Order 1987 as amended from time to time.

As a teacher at Wolsingham Primary School your first responsibility is to the children and the class in your care.

### **General Duties**

- The teacher shall carry out the professional duties of a school teacher under the reasonable direction of the Headteacher of that school.
- A teacher shall perform such particular duties as may reasonably be assigned to him/her.

### **Professional Duties**

- Plan and prepare programmes of study and lessons.
- Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and homework.
- Assess, record and report the development progress and attainment of pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him.
- Provide guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice on specific questions making relevant records and report.
- Make records of and reports on the social needs of the pupils.
- Communicate and consult with the parents of pupils.
- Communicate and co-operate with persons or bodies outside the school.
- Participate in meetings arranged for any of the persons described in points 6,7,8,9 and 10.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils, including SEN pupils.

- Participate in any arrangements within an agreed national framework for performance management on an annual basis and agree targets.
- Review from time to time his/her methods of teaching and programmes of work.
- Participate in arrangements for his/her further training and professional development as a teacher.
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain good order and discipline among the pupils in line with school procedures. 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.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participate in administration and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials.
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school sessions.
- Lead one or more areas of the curriculum in agreement with the Headteacher. (See Subject Leader job description)
- To use 10% PPA time effectively.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school's published policy on 'directed time' and with regard to the need to work such additional hours as may be required in order to discharge effectively a teachers professional duties.

**Working time.**

In any one academic year a teacher shall be available for work on 195 days of which 190 days shall be teaching days. Such a teacher shall be available for duties for 1265 hours in that year.

This job profile will be the subject of review at least once in each academic year and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

Post Holder: .....

Headteacher: .....

Date: .....