

Job Description - TEACHER

Conditions of Employment

Your chief responsibility in delivering the curriculum will be to teach all subjects to a class of children directly under your care but time-tabled teaching could bring you into contact with pupils throughout the primary phase of education.

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work and the promotion of their progress and welfare including:

- the involvement within a team to support the development of the school's provision in respect of teaching and learning,
- the attendance at parents' open evenings, negotiating appropriate pupil targets and presenting pupil annual reports,
- planning and designing displays of pupil work to be mounted in the classroom and corridor.

You will work under the reasonable direction of the Head Teacher and Deputy Head Teacher whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

This job description seeks to identify the responsibilities attaching to the post whilst acknowledging that in detail, the interpretation of professional role rests with the individual.

It is subject to the limits on working time set out in the Education (School Teacher's Pay and Conditions of Employment) Order 1987, in particular to those provisions whereby you may be required to be available for work at the Head Teacher's direction for 195 days per year (of which 190 days may be pupil days) and for not more than 1,265 hours per year.

The job description is subject to amendment from time to time within the terms of your conditions of employment as the needs of the school may require and only after consultation with you. The Local Authority's grievance procedure applies in relation to any dispute arising in connection with this job description and any other amendment.

This job description should be read in conjunction with the remainder of the policy documentation of the school.

Exercise of general professional duties

A teacher who is not a head teacher must carry out the professional duties of a teacher as circumstances may require.

Exercise of particular duties

A teacher employed as a teacher (other than a head teacher) must perform, in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him.

Professional duties

The following duties are deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform:

Teaching

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

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, 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 pupils;
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with persons or bodies outside the school; and
- Participating in meetings arranged for any of the purposes described above;

Assessments and reports

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

Appraisal or review of performance

- Participating in arrangements made for the appraisal or review of his performance and that of other teachers;

Review, induction, further training and development

- Reviewing from time to time his methods of teaching and programmes of work;
- Participating in arrangements for his further training and professional

development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements

- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;

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;

Discipline, health and safety

- Maintaining good order and discipline among the pupils 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;

Staff meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;
- Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher may be required to provide such cover for more than 38 hours in any school year;

External examinations

- Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations;

Management

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- Assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
- Co-ordinating or managing the work of other staff; and
- Taking such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- A teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Working time

- No teacher may be required to work on any Saturday, Sunday or public holiday unless his contract of employment expressly provides for this.
- A teacher employed full-time must be available for work for 195 days in any school year, of which-
 - (a) 190 days must be days on which he may be required to teach pupils and perform other duties; and
 - (b) 5 days must be days on which he may only be required to perform other duties; and

Those 195 days must be specified by his employer or, if his employer so directs, by the head teacher.

- A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by his employer or the head teacher of any school in which he may for the time being be required to work as a teacher) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- For a teacher employed part-time, the number of hours he must be available for work in any school year must be that proportion of 1265 hours which corresponds to the proportion of total remuneration he is entitled to be paid pursuant to paragraph 49.
- No teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week that he is not normally required to be available for work under his contract of employment (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

- a teacher employed part-time may be required to carry out duties, other than teaching pupils, outside school sessions on any day that he is normally required to be available for work (whether he is normally required to be available for work for the whole of that day or for only part of that day).
- No teacher may be required under his contract of employment as a teacher to undertake midday supervision.
- A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- In addition to the hours a teacher is required to be available for work, a teacher must work such reasonable additional hours as may be necessary to enable him to discharge effectively his professional duties

Guaranteed planning and preparation time

- A teacher must be allowed, as part of the 1265 hours, reasonable periods of time (“PPA time”) to enable him to carry out his duties
- PPA time must amount to not less than 10% of the teacher’s timetabled teaching time (and for this purpose “timetabled teaching time”, in relation to a teacher, means the aggregate period of time in the school timetable during which the teacher has been assigned by the head teacher in the school time-table to teach pupils).
- PPA time must be provided in units of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.