

# Job Profile – Teacher

**Professional Duties:**

* to plan and prepare lessons
* to teach pupils who are assigned to you according to their educational needs. This will include setting and marking of work to be carried out by the pupil, in school or elsewhere.
* to assess, record and report on the development, progress and attainment of pupils
* to look after the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
* to maintain records of and reports on the personal and social needs of pupils
* to communicate and consult with parents
* to communicate and consult with relevant outside agencies
* to participate in meetings arranged for any of the purposes outlined above
* to write references on individuals or groups of pupils
* to ensure effective communication and promote excellent working relationships

## Appraisal

To participate as a teacher in accordance with the statutory regulations and school policy on Teacher Appraisal.

## Educational Methods

To advise and co-operate with the Headteacher and Leadership Team plus colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, teaching methods plus assessment and pastoral arrangements.

## Discipline, Health and Safety

To support whole school policies for maintaining good order and discipline taking into consideration health and safety issues during authorised activities on and off the school site.

## Staff / Curriculum meetings

To participate in meetings in and out of school relating to curriculum / administration / organisation of the school including pastoral matters.

## Examinations

You will participate, as required, to prepare pupils for the end of Key Stage SATs and non-statutory assessments.

## Management

As subject leader and a team member you will support colleagues in their professional duties. The teaching position includes taking and attending assemblies, registering the attendance of pupils and supervising pupils, on a rota basis, during mid-session breaks.

## Curriculum

You will

* take an appropriate share of the responsibilities attached to teachers generally within the school/federation in connection with the teaching of pupils, the preparation and marking of their work and the promotion of their progress and achievement.
* demonstrate a broad and detailed knowledge of the Early Years Foundation Stage and/or national curriculum subjects and the principles, practice and methods of teaching.
* support the development of subjects across the curriculum.
* help to monitor the progress of children
* ensure procedures are carried for all subjects in line with school policy.
* initiate, participate and contribute to school based in service training, keeping abreast of developments and supporting staff in developing their skills.

## Working Time

You are available for 195 days of the year, of which 190 days will be to teach pupils plus other duties. During these 195 days there will be 1,265 hours directed by the Headteacher. These hours are to be timed and placed, in terms of site, by the Headteacher. 10% non-contact time will be provided for planning, preparation and assessment within the timetabled school week.

You will not be directed to undertake mid-day supervision and you will be entitled to a mid-day break between nursery/school sessions or between 12 noon and 2 pm. You will also work additional hours, where necessary, to discharge effectively your professional duties, especially marking of pupils’ work, writing pupils’ reports, and preparing lessons, teaching materials and teaching programmes. The time required is dependent upon the work required to enable you to discharge your duties.