Job Description for Teacher

1. Relationships

To be responsible to the Headteacher/Deputy Headteacher for his/her teaching duties and responsibilities.

To be responsible for the supervision of the Teaching Assistant(s) working with the class.

To interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to improve the quality of learning and teaching in the school.

2. Teaching, Assessing and Reporting

To plan and prepare lessons and programmes of study.

To teach the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil elsewhere.

To assess, record and report on the development, progress and attainment of pupils:

2.1 To provide or contribute to oral and written assessments and reports relating to individual pupils and groups of pupils.

To maintain an ordered, attractive environment.

To ensure a positive, caring ethos within the classroom.

To make positive relationships with parents/carers and provide them with advice and support.

3. Discipline, Health and Safety

3.1 To maintain good order and discipline among the pupils consistently in line with the school's Behaviour Policy, and 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.

4. Appraisal, Review and Professional Development

4.1 To participate in Performance Management in accordance with the regulations made for the appraisal of teachers' performance.

4.2 To regularly review his/her methods of teaching.

4.3 To participate in meetings at the school which relate to the curriculum, administration or organisation of the school, including pastoral matters.

To participate in arrangements for further training and professional development as a teacher, including undertaking training and professional development as identified in Performance Management objectives.

4.5 To keep abreast of trends, developments and research in education, particularly those relevant to the duties and responsibilities of the post.

5. Other activities

5.1 To promote the general progress and well-being of individual pupils and of any assigned class or group of pupils

5.2 To make records of and report on the personal and social needs of pupils

5.3 To communicate and consult with parents of pupils, and other professionals

5.4 To attend assemblies

5.5 To carry out supervision of pupils as detailed by the Headteacher

5.6 To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions, and to cooperate on all Health, Safety and Safeguarding issues

6. Working Time

6.1 A teacher employed full time shall be available for work for 195 days in any school year, of which 190 days shall be days on which s/he may be required to teach pupils in addition to carrying out other duties. Those 195 days shall be specified by the Headteacher.

6.2 Such a teacher shall be available to perform such duties at such times and places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which s/he is required to be available for work.

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

6.4 A teacher shall not be required under his/her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.

A teacher shall, in addition to the requirements set out in paragraphs 6.1 and 6.2, work such reasonable additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including in particular, the duties set out in paragraphs 2.1 and 2.3. The Headteacher shall not define the amount of time required for this purpose beyond the 1265 hours.

7 Guaranteed planning and preparation time

7.1 A teacher employed full time shall be allowed as part of the 1265 hours reasonable periods of 'PPA time' to enable him/her to carry out his/her duties.

7.2 PPA time shall amount to not less than 10% of the teacher's timetabled teaching time.

7.3 PPA time shall 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 foundation subjects or religious education.

7.4 A teacher shall not be required to carry out any other duties during his/her PPA time.

7.5 This also applies to a teacher employed on a part time basis, where the 1265 hours will be substituted by the proportionate amount according to the proportion of the school week that the teacher is normally employed.

8 The duties and responsibilities of the post are subject to those detailed in 'School Teachers' Pay and Conditions'.

9 This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least annually and may be subject to modification or amendment after consultation and agreement with the post holder.