



JOB DESCRIPTION - SCHOOL TEACHER

Professional duties

76. Subject to paragraph 45.6, 48.2 and 48.3 the following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform-
- 76.1 **Teaching-**
- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him-
- 76.1.1 planning and preparing courses and lessons;
- 76.1.2 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;
- 76.1.3 assessing, recording and reporting on the development, progress and attainment of pupils;
- 76.2 **Other activities-**
- 76.2.1 promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;
- 76.2.2 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;
- 76.2.3 making records of and reports on the personal and social needs of pupils;

- 76.2.4 communicating and consulting with the parents of pupils;
- 76.2.5 communicating and co-operating with persons or bodies outside the school; and
- 76.2.6 participating in meetings arranged for any of the purposes described above;
- 76.3 **Assessments and reports-**
- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- 76.4 **Appraisal-**
- participating in arrangements made in accordance with regulations made under section 131 of the Act for the appraisal of his performance and that of other teachers;
- 76.5 **Review, induction, further training and development-**
- 76.5.1 reviewing from time to time his methods of teaching and programmes of work;
- 76.5.2 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 appraisal objectives or in appraisal statements;
- 76.5.3 in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;
- 76.6 **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;
- 76.7 **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;

- 76.8 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;
- 76.9 Cover-**
- 76.9.1 subject to paragraph 76.9.2, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;
- 76.9.2 except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;
- 76.10 External examinations-**
- 76.10.1 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;
- 76.10.2 paragraph 76.10.1 does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation;
- 76.11 Management-**
- 76.11.1 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;
- 76.11.2 assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
- 76.11.3 co-ordinating or managing the work of other staff; and
- 76.11.4 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;
- 76.12 Administration-**
- 76.12.1 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
- 76.12.2 attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before,

during or after school sessions.

76.12.3 Paragraph 76.12.1 does not require 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.

76.12.4 Without prejudice to the generality of paragraph 76.12.3 Annex 5 contains a list of tasks falling within the scope of that paragraph.