



AMERSHAM SCHOOL

A Business and Enterprise College

CLASSROOM TEACHER JOB SPECIFICATION

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters

Teachers should demonstrate that they are effective professionals who challenge and support all students to do their best through:-

- inspiring trust and confidence
- building team commitment
- engaging and motivating students
- analytical thinking
- positive action to improve the quality of students learning

General Professional Duties

To carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher

Particular Duties

To perform in accordance with any directions which may be reasonably given by the Headteacher or line manager from time to time, and may be reasonably assigned to him or her.

Professional Duties

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:-

Teaching with regard to the curriculum for the school

- ◆ planning and preparing lessons
- ◆ teaching according to their educational needs, the students assigned to him or her
- ◆ setting and marking work to be carried out by the students in school and elsewhere
- ◆ assessing, recording and reporting on the development and progress of students



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Other activities

- ◆ promoting the general progress and well-being of individual students, and of any class or group of students assigned to him or her
- ◆ providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, and making relevant reports and record
- ◆ making records and reports on the personal and social needs of the students
- ◆ communicating and consulting with persons or bodies outside the school
- ◆ participating in arranged meetings for any purposes described above

Assessments and Reports

- ◆ providing or contributing to oral and written assessments, reports and providing references relating to individual students and groups of students
- ◆ accurately record formal assessments on the school's administration system within agreed deadlines

Performance Management

- ◆ participate in arrangements made in accordance with performance management regulations

Review, Induction, Further training and development

- ◆ review from time to time his or her methods of teaching and programmes of work and contribute to the development of the department
- ◆ participate in arrangements for further training and professional development as a teacher
- ◆ in the case of a teacher serving an Induction period, participating in arrangements for supervision and training

Educational methods

- ◆ advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of work, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- ◆ maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in 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



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Cover

- ◆ no teacher shall be required to provide cover unless it is required as a result of unforeseen circumstances
- ◆ the exceptions to this are where the teacher is employed wholly or mainly for the purpose of providing such cover

Examinations

- ◆ participating in arrangements for preparing students for internal and public examinations and in assessing students for the purpose of such examinations
- ◆ recording and reporting such assessments
- ◆ participating in arrangements for students' supervision during such examinations
- ◆ ensuring that procedures for controlled assessments are fully met and in line with the policy

Administration

- ◆ attending assemblies and/or mentoring small groups of students
- ◆ registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions

Working time

- ◆ 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 he may be required to teach students in addition to carrying out other duties
- ◆ the 195 days shall be specified by the employer or if directed to do so, the Headteacher
- ◆ a teacher shall be available for 1265 hours in any school year, those hours allocated reasonably throughout those days in the school year on which he is required to work
- ◆ time spent travelling to and from school shall not count against the 1265 hours
- ◆ a teacher shall not be required to undertake midday supervision, and shall be allowed a break of reasonable length between school sessions
- ◆ a teacher shall, in addition to the requirements, work additional hours as may be needed to enable him or her to discharge effectively, his or her professional duties, including in particular, the marking of students' work, the writing of reports and the preparation of lessons, teaching materials and teaching programmes
- ◆ the amount of time required for the above, beyond the 1265 hours referred to, shall not be defined by the employer or Headteacher, but shall depend upon the work needed to discharge the teacher's duties.