

The Teacher's Task

The DfESC and the representatives of the Teacher's Unions have agreed the following statement of the Teacher's Task in order to define more clearly the nature of teachers' employment. It is their view that in this important work of educating Jersey's children it is imperative that both teachers and Headteachers recognise the duty they owe to those children and the community. To this end the teacher is expected to maintain a professional commitment to their task and the Headteacher is pledged to a responsible and humane interpretation of this agreement.

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. The DfESC is committed to safeguarding and promoting the welfare of children and young people and requires all teachers to share this commitment.
3. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the DfESC curricular policies and school schemes and standards.
4. Mark and maintain records of pupils' work in accordance with DfESC and school policies.
5. Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral and counselling arrangements.
6. Assess and record pupils' personal and social needs, development, progress and attainment.
7. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with appropriate outside agencies in accordance with DfESC and school policies.
8. Contribute to and participate in corporate planning, self evaluation, in-service training and professional development in assigned areas of the curriculum and pastoral arrangements; participate in related staff meetings and school events.

9. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
10. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
11. Contribute as required to the appointment, induction, professional development and assessment of junior colleagues, including new entrants to teaching.
12. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.
13. Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
14. Undertaking an appropriate share of all collective responsibilities including substitution for an absent colleague subject to guaranteed non-teaching time.
15. Supervise support staff as required.
16. Order and allocate appropriate equipment and materials in accordance with DfESC and school policies and schemes.
17. Co-operate as required with teachers in other schools and colleges on curricular, pastoral and administrative matters.