



## **Job Description for a Teacher employed at Glapthorn C.E. Primary School**

### **1. Exercise of general professional duties**

- a) A teacher who is not a head teacher shall carry out the professional duties of a teacher as circumstances may require;
- b) The teacher is employed as a teacher in a school, under the reasonable direction of the head teacher of the school;

### **2. Exercise of particular duties**

- a) A teacher employed as a teacher in the school shall perform, in accordance with any directions which may reasonably be given to the teacher by the head teacher from time to time, such particular duties as may reasonably be assigned to the teacher. If, after in depth discussion with the head teacher, the teacher still feels the directions to be unreasonable, the teacher should be able to consult, in the first instance, with the appropriate governors.

### **3. Professional duties**

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

- a) **Teaching:** In each case having regard to the curriculum for the school:
  - Planning and preparing lessons;
  - Teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
  - Assessing, recording and reporting on the development, progress and attainment of pupils;
- b) **Other Activities:**
  - Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them;
  - Providing guidance and advice to pupils on educational and social matters, including information about sources of more expert advice on specific questions; making relevant records and reports;
  - Making records of and reports on the personal and social needs of pupils;
  - Communicating and consulting with the parents of pupils;
  - Communicating and co-operating with persons or bodies outside the school, such as support teams, Middle School etc, and
  - Participating in meetings arranged for any purposes described above;
- c) **Assessments and Reports**
  - Providing or contributing to oral and written assessments, reports and references relating to pupils and students working within the school.
- d) **Appraisal**
  - Participating in arrangements made in accordance with the regulations for the appraisal of the teacher performance and that of other teachers, including working within the school's performance management policy.
- e) **Review, induction, further training and development:**
  - Reviewing from time to time with the subject co-ordinator and head teacher (when appropriate), the teacher's methods of teaching and programmes of work;
  - Participating in arrangements for the teacher's further training and professional development as a teacher;
  - In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for the teacher's supervision and training;
- f) **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; this to be carried out within the framework of the school's behaviour policy.
- g) **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;

**h) Cover:**

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them;
- No teacher shall be required to provide such cover:
  - a) after the teacher who is absent, or otherwise not available, has been so for three or more consecutive days; or
  - b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the governing body, for two more working days before the absence commenced;

The exceptions are:

- a) the authority or the governing body (as the case may be) have exhausted all reasonable means of providing a supply teacher to provide cover without success; or
- b) the teacher is a full-time teacher at the school but has been assigned by the head teacher in the time-table to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which pupils are taught at the school;
- c) All cover expectations are in line with the regulations being brought in relating to Workforce Remodelling in September 2005.

**i) Key Stage Assessments and other government assessment procedures:**

- Participating in arrangements for preparing pupils for key stage assessments and other government assessment procedures, and in assessing pupils for the purposes of such tests; recording and reporting such assessments;

**j) Management:**

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction, mentoring and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations and assisting the head teacher in carrying out threshold assessments of other teachers;
- Co-ordinating or managing the work of other teachers, through their role as curriculum leader;
- Taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

**k) Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; not including the 24 tasks outlined in the workforce remodelling reforms
- Attending and leading assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**l) Leadership Roles**

In our small school situation all teachers are expected to take on the role of curriculum leader in one or more subject leadership teams. This includes part-time teachers.

**4. Working Time**

**a)** 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 the teacher may be required to teach pupils in addition to carrying out other duties, and those 195 days shall be specified by her employer or, if the employer so directs, by the head teacher.

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

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

**b)** Such a teacher shall not be required under 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.

**c)** Such a teacher shall, in addition to the requirements set out previously, work such additional hours as may be needed to enable the teacher to discharge effectively the professional duties, including, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer but shall depend upon the work needed to discharge the teacher's duties.

**d)** Teachers are entitled to 10% of their teaching time as planning, preparation and assessment time.