



ST CATHERINE'S BRITISH SCHOOL

A description of the Professional Duties of all teachers employed by the Governing Body of St. Catherine's British School

The following duties, derived in the main from the statutory conditions of employment of school teachers in England and Wales and in accordance with the Education (School Teachers' Pay and Conditions) (No. 2) Order 1995, shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform:

PROFESSIONAL DUTIES

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform under the direction of the head teacher:

1. Teaching:

in each case having regard to the curriculum for the school;

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- 1.3 Assessing, recording and reporting on development, progress and attainment of pupils;

2. Other activities:

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- 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;
- 2.3 Making records of and reports on the personal and social needs of pupils;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 Communicating and co-operating with persons or bodies outside the school; and
- 2.6 Participating in meetings arranged for any of the purposes described above;

3. Assessments and reports:

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

4. Appraisal:

Participating in arrangements made in accordance with the directions given by the Governing Body for the appraisal of his/her performance and that of other teachers;

5. Review: Further training and development:

- 5.1 Reviewing from time to time his/her methods of teaching and programmes of work; and
- 5.2 Participating in arrangements for his/her further training and professional development as a teacher;

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;

- 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;
- 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;
- 9. Cover and Non-Contact time:**
 - 9.1 Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them;
 - 9.2 Subject to all possible means of providing a supply teacher being exhausted, a teacher may be required to provide cover during the non-contact time available to that teacher;
 - 9.3 Paid non-contact time shall be used for the specific purpose of preparing, marking and supporting teaching related activities, unless directed otherwise by the head teacher.
- 10. Public examinations (if appropriate):**
Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
- 11. Management:**
 - 11.1 The teacher may be required to contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;
 - 11.2 Co-ordinating or managing the work of other teachers; and
 - 11.3 Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- 12. Administration:**
 - 12.1 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; and
 - 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.



I have read the above description of the Professional Duties of teachers and deem it to be an accurate and acceptable reflection of the professional duties and responsibilities conditional to a teacher's status and employment at St Catherine's British School.

Signed: _____
(Teacher)

Signed: _____
(Headmaster)

Date: _____

Date: _____