

The Hereford Academy

Teacher-Job description

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

Teachers

51.1 A teacher (other than a head teacher) may be required to undertake the following duties -

Teaching

51.2 Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

51.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

51.4 Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

51.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

51.6 Work with others on curriculum and/or pupil development to secure coordinated outcomes.

51.7 Subject to sub-paragraph 52.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

51.8 Promote the safety and well-being of pupils.

51.9 Maintain good order and discipline among pupils.

Management of staff and resources

51.10 Direct and supervise support staff assigned to them and where appropriate, other teachers.

51.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

51.12 Deploy resources delegated to them.

Professional development

51.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

51.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

51.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

51.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

This job description outlines the main responsibilities and standards that are common to all teachers.

General Responsibilities

All teachers should

- Be aware of and play an appropriate part in implementation of all school policies.
- Be responsible for the safeguarding and welfare of the students in the school.
- Undertake the role of a Form Tutor (if they are full time).
- Participate in appropriate meetings with colleagues and parents/carers.
- Carry out a share of supervisory duties in accordance with published rosters.
- Set and keep high standards of punctuality and courtesy
- Attend assemblies and other formal occasions as required.
- Participate in the Performance Management strategy according to agreed procedures.

Post-threshold teachers are required to meet the criteria set out in the School Teachers' Pay and Conditions Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed (Teacher)

Name in full (please print)

Signed (Headteacher)

Date:
