

JOB DESCRIPTION FOR TEACHERS

Purpose of Job

To promote the learning, general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher.

Applicable Contract Term and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document so far as relevant to the teacher's title and salary grade. The post is otherwise subject to the Conditions of Service in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the teacher's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships

The teacher is responsible to the head teacher for his/her teaching duties and responsibilities. The teacher interacts on a professional level with all staff and seeks to establish and maintain productive and positive relationships with them. The teacher will be responsible for the supervision of work of additional adults. Teachers will be responsible for the supervision of trainee teachers.

Duties and Responsibilities

The particular duties and responsibilities attached to the post of teachers are as follows:-

Teaching

- Teach, according to their educational needs, those pupils between the ages of 3-11 years assigned to her/him, in line with school policies.
- Use appropriate teaching methods suitable for children and pupils in line with the school's teaching and learning policy and other relevant policies.
- Provide a balanced programme of learning activities suited to the needs of individual pupils.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

Health, Safety and Discipline

- Ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for and any problems reported to the Home-School Link Worker.
- Maintain discipline in accordance with the school's behaviour policy.
- Exercise pastoral care of the pupils when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere, ensuring their health, well-being and safety.

Whole school organisation, strategy and development

- 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.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

Professional Development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Working with colleagues and other relevant professionals

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

To adhere to the ethos of the school

- promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- Set an example of personal integrity and professionalism in line with the Teacher Standards.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED AS WILL THE OBSERVANCE OF ALL SCHOOL POLICIES.

DUE IMPORTANCE WILL BE GIVEN TO THE SAFEGUARDING AND PROMOTION OF WELFARE OF CHILDREN AND YOUNG PEOPLE AS OUTLINED IN THE SCHOOL’S SAFEGUARDING POLICY. OBSERVANCE OF THE SCHOOL’S EQUALITY POLICY WILL BE REQUIRED. THESE POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE.

Review and Amendment

This job description is normally subject to annual review. It may be amended at any time at the request of the Head Teacher or the teacher. It will be signed if agreement is reached.

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued
After consultation by

Copy agreed and received by

(Head Teacher)

(Teacher)

Date.....

Date.....