

Enmore Primary School
JOB DESCRIPTION

POST TITLE: CLASS TEACHER
GRADE: Teacher Main Scale 1 – 6

REPORTING RELATIONSHIP: To the Head Teacher

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

In drawing up this job description the Governors and the Head Teacher jointly acknowledge their responsibility, in ways defined for Head Teachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities.

MAIN DUTIES/RESPONSIBILITIES

You are required to carry out the duties of a teacher set out in the statutory conditions of employment for teachers as set out in The School Teachers' Pay and Conditions Document. The post requires you to teach pupils in the primary age range.

You are required to carry out particular duties which form part of your Professional Duties as the Head Teacher may reasonably direct from time to time. Working days are to be specified by your employer as set out in The School Teachers' Pay and Conditions Document 5 (Working Time).

Professional Duties -Teaching:

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

planning and preparing courses and lessons;

teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere;

assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities:

promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;

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;

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; and

participating in meetings arranged for any of the purposes described above;

Assessments and reports:

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

Performance Management:

participating in arrangements made in accordance with regulations for the appraisal of your performance and, when agreed, that of other teachers;

Review, induction, further training and development:

reviewing from time to time your methods of teaching and programmes of work;

participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;

in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;

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;

Discipline, health and safety:

maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorized to be on the school premises and when they are engaged in authorized school activities elsewhere;

Staff meetings:

participating in meetings at the school which relate to the curriculum of the school or the administration or organization of the school, including pastoral arrangements;

Public examinations:

participating in arrangements for preparing pupils for public examinations / tests and in assessing pupils for the purposes of such examinations / tests and recording and reporting such assessments;

Management:

Coordinating or managing the work of other staff; and

taking such part as may be required in the review, development and management of activities relating to the curriculum, organization and pastoral functions of the school;

Administration:

participating in administrative and organizational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

There is no requirement for a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Planning, Preparation and Assessment Time

The teacher will be entitled to be released from 10% of their teaching timetable in order to carry out those activities required to prepare, plan and assess pupils' work.

Working time

The provisions of this paragraph shall not apply to deputy head teachers, assistant head teachers, or to teachers employed to teach part-time.

A teacher employed full-time shall be available for work for 195 days in any school year (1265 hours), of which 190 days shall be days on which they may be required to teach pupils in addition to carrying out other duties

Such a teacher shall not be required under their contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length

Such a teacher shall work such reasonable additional hours as may be needed to enable them to discharge their professional duties effectively.

ADDITIONAL RESPONSIBILITIES

There will be no requirement for subject leadership responsibilities for teachers in their first year of teaching though the teacher will participate in discussions to establish possible future curriculum leadership roles. Experienced teachers will be required to take a leadership role in an aspect of teaching and learning. This will be negotiated with the Headteacher and will take into account the needs of the school and the particular interests and expertise of the member of staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you the post holder.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.