

JOB DESCRIPTION

Job Title:	Teacher
Responsible to:	Headteacher
Hours of Work:	Outlined in the School Teachers' Pay and Conditions Document

1. You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 1997 (part XI para 37 to 40.7 inclusive)
2. In particular you will be expected to work within the established ethos and philosophy of the school; to be responsible for developing with the children in your care the areas of the agreed curriculum, in an attempt to ensure that each child reaches their full potential within their individual needs and abilities.

1. TEACHING RESPONSIBILITIES

- 1.1 To implement agreed curriculum policy.
- 1.2 Plan and prepare individually and in co-operation with colleagues when appropriate, a forecast of work, in all aspects of the curriculum for one term in advance.
- 1.3 To keep a retrospective record of work completed that can be compared with the forecast.
- 1.4 Prepare in advance the necessary materials and resources for the effective teaching of work planned.
- 1.5 Monitor and evaluate the progress of each child taught.
- 1.6 Present and maintain carefully mounted and organised displays, not only of the pupils work, but also those items which may stimulate the children and enrich and enliven the classroom and school environment.
- 1.7 Prepare oral and written reports on each child's progress for their parents/guardian and be prepared to discuss progress with them.
- 1.8 Observe and make note of children who may have social, physical, behavioural or other special needs and be prepared to provide reports for the appropriate agencies.
- 1.9 Be prepared to teach other groups of children within the school as the organisation and management of the school/trust requires.

2. PASTORAL RESPONSIBILITIES

- 2.1 To share with the Head Teacher and other staff in the spiritual, social, moral and emotional development of all the children in the school.
- 2.2 Aim to establish, maintain and develop good relationships with all parents.
- 2.3 Communicate with the Head Teacher in a confidential and professional manner any information relating to the welfare of the children.
- 2.4 Develop and maintain a positive image of the school and trust in the community.

3. ADMINISTRATIVE AND ORGANISATIONAL RESPONSIBILITIES

- 3.1** Carry out administrative duties for the smooth running of the school, these to include registration and collection of money/reply slips.
- 3.2** Assume responsibility for care and security of classroom equipment.
- 3.3** Supervise, on an agreed rota system the pupils before school (8.35 am - 8.50 am), during playtimes (excluding lunch times except in a voluntary capacity) and at the end of school – leaving the building (3.05 pm – 3.15 pm).
- 3.4** Inform the Headteacher of any parent who would like to discuss with the teacher any areas of concern, where possible in advance.
- 3.5** Keep records as required relating to planning, inset and individual pupils.
- 3.6** Plan, organise and undertake educational visits to the curriculum.
- 3.7** Make every effort to ensure that at all times safety and discipline are maintained by the children within the expected standards of behaviour as defined by the school policy.

3.8 Analysis of 1265 Hours Directed Time Included

All timetabled teaching and non teaching time

Registration and Assembly time

All times when directed to do duties eg break

Any other specific item when a teacher is directed by the Executive Headteacher to carry out a task or activity

Not included

Tasks which are not specific to either time or place eg lesson preparation, report writing

The lunch break

Voluntary activities eg clubs

Directed Time

1265

Basic School Day

8.50 – 12 noon and 1.00 pm - 3.05 pm

= 5 hours and 15 minutes x 190 days

997 hours 30 minutes

Buffer Times

15 minutes 8.35 am – 8.50 am

5 minutes 12.55 pm – 1.00 pm

10 minutes 3.05 pm – 3.15 pm

30 minutes x 190 days

95 hours

Inset Days

6 hours x 5 days

30 hours

Staff Meetings

Wednesdays 3.15 pm – 4.30 pm

1 hour 15 minutes x 38 weeks

47 hours 30 minutes

Planning Meetings

45 minutes x 38 weeks

28 hours 30 minutes

Year Group Meetings

30 minutes x 38 weeks

19 hours

Parent Consultations

8 hours (per term) x 3

24 hours

Other Evenings

3 hours x 3

9 hours

Preparation of Confidential Records

9 hours

TOTAL

1259 hours 30 minutes

CONTINGENCY

5 hours 30 minutes

1265 hours

4. PROFESSIONAL DEVELOPMENT

- 4.1** To participate in and contribute to the staff's curriculum planning, in-service training and professional development.
- 4.1.1** To take part in Training Days in accordance with DfE regulations and as part of the collective agreement made by the staff.
- 4.2** Share expertise and curriculum strengths with other staff, accept help or advice from other staff with special skills.
- 4.3** Take responsibility for an agreed specific area of the curriculum.
- 4.4** Attend staff meetings at agreed time to plan, discuss and review school policy.
- 4.5** Be aware of current developments in the world of education.
- 5.** To be responsible for a curriculum area, as agreed with the Headteacher/Governing Body.

Person Specification

Teacher

Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1.	A DCSF recognised and relevant teaching qualification.
2.	Exemplary classroom practitioner.
3.	Demonstrate innovative practice and have initiative.
4.	The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies).
5.	A good level of competency in the use of ICT in teaching and planning.
6.	A willingness to teach across the primary age range.
7.	To understand the positive links necessary within school and with all its stakeholders.
8.	Willingness to contribute to all aspects of school life and provide support to curriculum development.
9.	Good verbal and interpersonal skills.
10.	Display commitment to the protection and safeguarding of children and young people.

Desirable

1.	Other interests/expertise that would benefit learners and the school.
2.	Willing and able to contribute to whole school development initiatives.
3.	Specialism in either Music, Sport or IT.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Yes
Application	Yes	Other (specify)	No

Additional Requirements:

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1.	Enhanced DBS from the Criminal Records Bureau.
2.	Additional criminal record checks if applicant has lived outside the UK.
3.	Qualified Teacher Status with professional registration with the General Teaching Council for England.
4.	Two references from current and previous employers or education establishment if applicant not in employment.
5.	Medical clearance.
6.	A good attendance record.
7.	Evidence of 'Right to Work' in the UK.

