

ALMOND HILL JUNIOR SCHOOL

JOB DESCRIPTION – TEACHER

General

The job description outlined is taken from Conditions of Employment of Teachers other than Headteachers, School Teachers' Pay and Conditions Document. A teacher will carry out the professional duties of a teacher under the direction of the Headteacher, performing any duties, which may reasonably be given. A teacher will contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

Professional Duties

Teaching

In each case having regard to the National Curriculum and schemes of work for the school:

- Plan and prepare lessons for children assigned to you in close partnership with parallel class teacher and support teachers where appropriate.
- Teach children assigned to you according to their educational needs. Mark work in accordance with school policy carried out by the pupil in school and as homework.
- Assess, record and report on the development, progress and attainment of pupils.
- Be explicit in giving instructions to teaching assistants and other adults who may be assisting pupils in the class.

Other Activities

- Promote the general progress, safety and well being of individual pupils and all pupils assigned to you.
- Provide guidance and advice to pupils on educational and social matters.
- Maintain records and reports on the personal progress and social needs of pupils.
- Communicate and consult with parents of the pupils.
- Communicate and consult with outside agencies when appropriate.
- Participate in meetings for any of the purposes outlined above.

Assessment and Reports

- Provide or contribute to oral and written assessments, reports and references relating to individual or groups of pupils.

Appraisal

- Participate in arrangements for the appraisal of your own performance.

Review, Induction, Further Training and Development

- Review methods of teaching and programmes of work
- Participate in arrangements for further training and professional development

Educational Methods

- Advise and co-operate with the Headteacher and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements.

Discipline, Health and Safety

- Maintain good order and discipline, safeguarding the health and safety of pupils when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.

Staff Meetings

- Attend staff meetings

Other

- Register the attendance of pupils
- Encourage extra curricular activities
- Support whole school activities
- Lead school assembly as part of teacher rota

Working Time

A teacher shall be available for work 195 days in any school year and be available to perform duties for 1265 hours in any school year and additional hours as may be necessary to discharge effectively professional duties in particular marking, report writing, and preparation of lessons and teaching materials. A teacher shall be allowed a break of reasonable length between school sessions between the hours of 12 noon and 2.00pm.

Guaranteed Planning and Preparation Time

You will be allowed, as part of the 1265 hours referred to, reasonable periods of time to enable you to carry out your duties (planning and preparing lessons, assessing, recording and reporting on the development, progress and attainment of pupils). PPA time shall not amount to less than 10% of your timetabled teaching time. It shall not be provided in periods of less than half an hour. You will not be required to carry out any other duties, including the provision of cover, during PPA times. For teachers employed on a part time basis, PPA time will be proportional to the school week that the teacher is normally employed.

Safeguarding

Almond Hill is committed to the safety and well being of pupils and staff.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Subject Leader Responsibility (Post NQT Year)

- Support the Head teacher and senior leaders in all aspects of school self-evaluation, data analysis, and information for governors and other professionals for your subject area.
- Provide advice and support to colleagues when requested.
- Promote the subject for which you are responsible through display, the school website and in providing information for parents.
- Lead staff meetings and workshops to develop the skills of colleagues; demonstrate technique and suggest resources to support learning and follow up any action points arising.
- Keep abreast of current best practice and disseminate information from INSET.
- Ensure staff are aware of available resources and they are kept in good order.
- Liaise with head teacher to advise on replacement and/or new resources to support learning within budget limits.

UPS1

- Actively work with the leadership team to promote all aspects of school policy, practice and values.
- Support the leadership team to drive school improvement priorities and statutory requirements to raise standards.
- Act as a mentor/coach for other colleagues to support development of teaching.
- Keep abreast of current educational best practice to support personal professional development and those of others in the school.
- Be flexible to assist in the wider needs of the school.

UPS 2

Make a substantial and sustained contribution to:

- Actively working with the leadership team in promoting all aspects of school policy, practice and values.
- Supporting the leadership team to drive school improvement priorities, statutory requirements to raise standards across the school.
- Act as a mentor/coach for other colleagues and trainee teachers.
- Keep abreast of current educational best practice to support personal professional development and those of others in the school e.g. carry out action research following an aspect of school improvement or INSET to raise standards.
- Where necessary take on additional subject leadership roles.
- Be flexible and proactive to assist in the wider needs of the school.

UPS3

Make a substantial and sustained contribution to:

- Supporting the leadership team in promoting all aspects school policy, practice and values to raise standards across the school.
- Support the leadership team to drive school improvement priorities statutory requirements to raise standards in delegated areas of responsibility.
- Independently lead initiatives to develop wider school provision.

- Act as a mentor/coach for other colleagues and trainee teachers.
- Keep abreast of current educational best practice to support personal professional development and those of others in the school e.g. carry out action research following an aspect of school improvement or INSET.
- Where necessary take on additional subject leadership roles.
- Be flexible and proactive to independently assist in the wider needs of the school.