

# COPPICE SCHOOL



## Teacher – Main Pay Range (MPR) JOB DESCRIPTION (Working to the Teachers' Standards and beyond)

*NB This job description applies to all qualified teachers from ECT onwards. It also applies to those who have moved beyond the main scale to post-threshold or Upper Pay Range. In these cases, further professional expectations apply.*

*The Teachers' Standards are effective from September 2012 and form the Appendix to this school-based job description. They also apply to teachers from ECT onwards.*

### 1 JOB PURPOSE

Teach pupils and provide them with pastoral support following the guidelines, policies and expectations set by Coppice Primary School and the DfE and as outlined in the Teacher's Standards.

### 2 DUTIES AND RESPONSIBILITIES

#### 2.1 Teaching

- Have regard to the school's curriculum with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned.
- Plan and prepare courses and lessons.
- Teach assigned pupils according to their educational needs including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils.
- Advise and cooperate with other teachers and leaders on the preparation and development of the curriculum, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements.
- Participate in collaborative planning, timetabling and teaching as required.

#### 2.2 Promotion of personal and social development/liaison

- Promote the general progress and well-being of individual pupils and of any class or group assigned.
- Provide guidance and advice to pupils on personal, educational and social matters, being sensitive to the religious and cultural needs of the communities.
- Make records and report on the personal and social needs of pupils.
- Communicate and consult with parents encouraging a positive home-school relationship and assist parents in identifying how to support pupils' learning at home.
- Participate in meetings arranged for any of the purposes described above.

#### 2.3 Assessments and reports

- Provide or contribute to reports, references and oral or written assessments of individual pupils or groups of pupils, for internal purposes or for outside agencies.

#### 2.4 Review of performance

- Participate in agreed arrangements for appraisal.

#### 2.5 Review, induction, further training and development

- Review from time to time, methods of teaching and programmes of work.

- Undertake training and professional development opportunities which aim to meet needs identified in performance management objectives or statements.
- If undertaking an induction or probationary period, participate in arrangements for supervision and training.
- Participate in staff meetings and professional development relating to curriculum, pastoral care, administration or organisation outside school hours as part of directed time.

## **2.6 Curriculum**

- Teach the subjects of the Early Years Foundation Stage, the National Curriculum or other agreed curriculum guidance following Create Partnership Trust and school policies, guidelines and schemes of work.
- Review methods and delivery of planning, teaching, organisation and assessment together with pastoral arrangements in line with evaluations and guidance for the whole school, particular age-groups or subjects or provision for specific pupils
- Develop a strong pedagogical understanding of teaching, learning, curriculum and assessment based on well-founded research.
- Attend collective worship where required, except where a dispensation has been given.
- Teach religious education except where a dispensation has been given.

## **Discipline and Safety**

- Take all reasonable steps to maintain good order and discipline promoting a positive approach to behaviour management, according to school policy.
- Safeguard pupils' health and safety both when they are on the school's premises and engaged in authorised activities elsewhere.
- Ensure health and safety policy is followed, reporting concerns to the office manager, site manager or senior leaders.
- Participate in the supervision of pupils at breaktime excluding the midday break.
- Supervise pupils before and after school sessions, as stated in school guidance as part of directed time.

## **Cover**

- Participate in the school's policy for cover and only rarely cover for absent colleagues, unless employed specifically as a cover teacher.

## **Management**

- Plan, coordinate and manage the work of identified support staff (e.g. Teaching Assistants) ensuring aims, objectives and teaching methods are clearly communicated.
- Supervise the work of students or work experience pupils as required, including contribution to written reports.
- Manage the work of voluntary assistants, including parents, in the classroom.
- Contribute to the professional development of other teachers and support staff, including the induction and assessment of new teachers and those teachers serving formal induction periods.

## **Administration**

- Ensure that the attendance registers are recorded punctually and participate in the school's arrangements for promoting good attendance at school.
- Participate in the administrative and organisational tasks related to the various duties of a teacher and/or which call on the exercise of a teacher's professional skills and judgement.

## **Other**

- Undertake such duties at the discretion of the Headteacher or the Deputy Headteacher as may reasonably be required by the changing needs of the school.
- Where appropriate, contribute to the work of the Trust through partnership working.

# **3 ACCOUNTABILITY AND REPORTING**

- Accountable for all elements outlined in the job description
- Reporting to the Headteacher
- Line management and appraisal as identified by the Headteacher
- Subject to performance-related pay in line with the school pay policy

#### 4 LINE MANAGEMENT RESPONSIBILITY

- As identified by the Head of School

#### 5 SPECIAL CONDITIONS OF EMPLOYMENT

##### 5.1 Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the rehabilitation of Offenders Act 1974
- Appointment is subject to an enhanced DBS (Disclosure and Barring Service) disclosure and any relevant convictions, cautions and reprimands being considered
- The jobholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the Trust's Disciplinary Procedure.
- Further information about the Disclosure and Barring Service is available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

##### 5.2 Health and safety

- The jobholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others, who may be affected by their actions or omissions (failure to act).

##### 5.3 Equality and inclusion

- The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

##### 5.4 Safeguarding

- The jobholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that s/he might have regarding any child's welfare to the appropriate person.

##### 5.5 Staff code of conduct

- The jobholder is expected to observe the staff code of conduct and be a role model for others.

##### 5.6 Security of information

- The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality.

##### 5.7 Right to work

- The jobholder must have permission to live and work in the UK.

##### 5.8 Working Time/other conditions of service

- Available for work for 190 pupil days and at least 5 training days (pro rata)
- Required to perform duties as above, specified at times and places by the Head of School for 1265 hours in the school year (pro rata)
- Time spent in travelling to and from work shall not count against the 1265 hours.
- Not required to undertake midday supervision
- Allowed a break of a reasonable length between school sessions or between the hours of 12 and 2pm
- Work reasonable additional hours as may be needed to discharge professional duties, the amount of time for which shall not be specified by the employer
- Present on site, at least 10 minutes before the start of the morning session and after the end of the school day, with 5 minutes before and after each lunchtime (known as *buffer time*)

##### 5.9 Guaranteed planning and preparation time (PPA)

- PPA time provided in units of not less than 30 minutes, as 10% of actual teaching time (ie not including: *buffer time* at the start and end of each session; registration; collective sessions such as assemblies or lunchtime)

Teacher signature:	Headteacher signature:
Date:	Date: