Teacher - Job Description

Responsibilities

Subject to the policies and procedure of the school, the duties of teachers are to perform such tasks as the Headteachers shall direct having reasonable regard to overall workload related to the following categories:

a) Teaching a class and planning all necessary work accordingly
b) Developing the school curriculum
c) Assessing, recording and reporting the work of pupils
d) Preparing pupils for assessment
e) Providing advice and guidance to pupils on issues related to their education
f) Promoting and safeguarding the health, welfare and safety of pupils
g) Working in partnership with parents, support staff and other professionals
h) Undertaking appropriate and agreed continuing professional development
i) Participating in issues related to school planning, raising achievement and individual review
j) Contributing towards good order and the wider needs of the school

KEY DUTIES ASSOCIATED WITH AREAS OF RESPONSIBILITY

Curriculum

It is expected that, within the guidelines of the authority and within each school's framework for the delivery of the curriculum, all teachers will undertake, individually, and collaboratively as appropriate, duties allocated from the following list:

- Teach assigned classes
- Plan coherent and progressive teaching programmes that match pupils' needs and abilities
- Develop teaching and assessment materials
- Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils
- Set and maintain targets and the pace of work for all pupils
- Prepare pupils for internal and external assessments
- Assist with the administration of internal and external assessments
- Record, monitor and report on pupil progress
- Meet with parents/carers to report on pupil progress and on-going educational needs
- Contribute to the effective running of stage/curricular area/subject/department
- Contribute to development planning, evaluation and quality improvement processes

Care and Welfare

It is expected that, within the guidelines of the authority, and within each school's framework for the care and welfare of pupils, all teachers will undertake, as appropriate, duties allocated from the following list:

- Maintain classroom discipline and promote positive behaviour
- Promote and safeguard the health welfare and safety of pupils
- Provide advice for pupils as appropriate
- Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils
- Contribute to the planning and transfer of pupils across transitional stages
- Communicate with parents/carers, as appropriate

Collegiate
It is expected that, within the guidelines of the authority, and within each school's framework for collegiate activities, all teachers will undertake, as appropriate, duties allocated from the following list:

- Engage in the process of curriculum development in collaboration with colleagues
- Contribute to the planning, development and implementation of policies
- Participate in the induction of new colleagues and student teachers
- Work in collaboration with other professionals
- Collegiate duties may be undertaken on an authority, cluster, whole school, stage basis and in the stage/curricular area/ subject/department of each teacher.
- Where required to be involved in school to school support activities

Professional Development
It is expected that, within the guidelines of the authority, and within each school's development framework, all teachers will undertake professional learning and development, as agreed with their designated line manager:

- Participate in the annual Professional Review and Development process
- Undertake appropriate, and agreed, continuing professional development.

Allocation of Duties
Teachers are accountable, through appropriate line managers, to the Head Teacher and, in turn, through him/her to the Governing Body.

Following a process of consultation, each teacher's line manager will determine the particular duties that they will carry out, and which may vary, as required.