

Highwood Primary School Job Description

MAIN SCALE / UPS TEACHER

Exercise of Duties

A teacher shall carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.

A teacher employed as a teacher shall perform, in accordance with any directions which may reasonably be given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him.

Professional Duties

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

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 him:

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities

- promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to him;
- 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;

- 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;

Appraisal

- participating in arrangements made for the appraisal of his/her performance and that of other teachers;

Review, induction, further training and development

- reviewing from time to time his/her methods of teaching and programmes of work;
- participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in appraisal objectives or in appraisal statements;
- in the case of a teacher serving an induction period, participating in arrangements for his/her supervision and training;

Educational methods

- advising and co-operating with the Headteacher 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 authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

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

External examinations

- participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in

arrangements for pupils presentation for, and conducting, such examinations;

Management

- contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods;
- assisting the Headteacher in carrying out threshold assessments of other teachers for whom he/her has management responsibility;
- co-ordinating or managing the work of other staff;
- taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- participating in administrative and organisational tasks relating to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school;
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Teachers are required to undertake routine tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement (see appendix 1).

For Upper Pay Spine Teachers (in addition):

- Evidence of meeting the threshold standards
- Sustained and substantial performance in the threshold standards

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.

Working Time

The provisions of this paragraph shall not apply to deputy headteachers, assistant headteachers, advanced skills teachers, Fast Track 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, of which 190 days shall be days on which he/she may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so directs, by the Headteacher.

Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work. Time spent in travelling to or from the place of work shall not count against the 1265 hours referred to above.

Such a teacher shall not be required, under his contract as a teacher, to undertake midday supervision and shall be allowed a break of reasonable length between the hours of 12 noon and 2.00pm.

Such a teacher shall, in addition to the requirements set out above, work such reasonable additional hours as may be needed to enable him to discharge effectively his professional duties. The amount of time required for this purpose beyond the 1265 hours referred to above and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

Guaranteed Planning and Preparation Time

A teacher shall be allowed as part of the 1265 hours referred to above, reasonable periods of time ('PPA time') to enable him/her to carry out his/her duties of planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of pupils and assessments and reports.

PPA time shall amount to not less than 10% of the teacher's timetabled teaching time (and for this purpose 'timetabled teaching time' means the aggregate period of time in the school timetable during which the teacher has been assigned by the Headteacher in the school timetable to teach pupils).

PPA time shall be provided in periods of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.

Such a teacher shall not be required to carry out any other duties, including the provision of cover during his PPA time.

The PPA time provisions also apply to a classroom teacher who is employed on a part-time basis with the substitution for the reference to 1265 hours of a reference to that number which as a proportion of 1265 hours equates to the proportion of the school week that the teacher is normally employed.

Appendix 1

Administrative and clerical tasks

- Collecting money from pupils and parents
- Investigating a pupil's absence
- Bulk photocopying
- Typing or making word-processed versions of manuscript material and producing revisions of such versions
- Word-processing, copying and distributing bulk communications, including standard letters, to parents and pupils
- Producing class lists on the basis of information provided by teachers
- Keeping and filing records, including records based on data supplied by teachers
- Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers
- Producing analyses of attendance figures
- Producing analyses of examination results
- Collating pupil reports
- Administration of work experience (but not selecting placements and supporting pupils by advice or visits)
- Administration of public and internal examinations
- Administration of cover for absent teachers
- Ordering, setting up and maintaining ICT equipment and software
- Ordering supplies and equipment
- Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same
- Taking verbatim notes or producing formal minutes of meetings
- Co-ordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others
- Transferring manual data about pupils not covered by the above into computerised school management systems
- Managing the data in school management systems