



Making People Successful

Job Title	Teacher (any key stage)
Grade/Salary Range	Main Pay Scale & Upper Pay Scale

Supporting The School's Visions & Values

As a member of staff at Manor Primary School the post holder is required to:

1. consistently conduct their role in order that the school's vision of Making People Successful is achieved for all children and adults within the school
2. continually contribute to the school's success through its vision statement and modelled behaviour towards anyone in the school
3. safeguard all children by ensuring the school's policies on Safeguarding, Health & Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. promote a culture of inclusion within the school community where all views are valued and taken into account

Statutory Responsibilities of the Role

The responsibilities and accountabilities of all teachers are documented in;

- a. School Teachers' Pay & Conditions Document (currently reviewed each academic year). This includes subject responsibilities for all Teachers' after their NQT year (this may attract a TLR payment) and additional whole school responsibilities for those teachers on upper pay scale
- b. Teachers' Standards 2012; which sets out the minimum requirements for teachers' practice and conduct
- c. Ofsted: The Framework for School Inspection

Designation of Post with School

- The post holder is directly accountable to the Team Leader
- The post holder has the direct accountability for the performance and allocation of duties of the Teaching Assistant working with the post holder's pupils

Main Purpose of Role

The Teacher is responsible for:

1. Teaching

- (a) according to the curriculum of the school in order to promote the development of the abilities and aptitudes of the pupils;
- (b) planning and preparing courses and lessons;
- (c) according to the educational needs of the pupils, including the setting and marking of work; and
- (d) assessing, recording and reporting on the development, progress and attainment of pupils.

2. Other Activities

- (a) promoting the general progress and well-being of individual pupils and of any class or group including Child Protection matters;
- (b) providing guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records of and reports on personal and social needs of pupils;
- (d) communicating and consulting with parents of pupils;
- (e) communicating and co-operating with persons or bodies outside the school; and
- (f) participating in meetings arranged for any of the purposes described above;
- (g) Undertaking risk assessments for school activities and any offsite activity reports which may be required

3. Assessments and Reports

- (a) providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Appraisal

- (a) participating in arrangements made in accordance with regulations made under section 131 of the Act for the appraisal of own performance and that of other teachers

5. Review, induction, further training and development

- (a) reviewing from time to time one's own methods of teaching and programmes of work;
- (b) participating in arrangements for one's own 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; and
- (c) keeping current with Health and Safety and Child Protection training;
- (d) in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for own supervision and training
- (e) Adhering to and positively promoting all school policies and procedures.

6. Educational Methods

- (a) advising and co-operating with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

7. Discipline, health and safety

- (a) 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.

8. Staff Meetings

- (a) participating in meetings at the school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements

9. Cover

- (a) supervising and so far as practicable teaching any pupils whose teacher is not available to them to a maximum of 38 hours in any school year.

10. External examinations

- (a) 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

11. Management

- (a) co-ordinating or managing the work of other staff including teaching assistants, nursery nurses and volunteers
- (b) taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- (c) Assuming responsibility for the delivery of appropriate supervision of Teaching Assistants, encompassing:
 - Supervision meetings
 - Performance Appraisal
 - briefing sessions
 - Identification of training requirements

12. Administration

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

13. Time

- (a) being available for work on 195 days including 5 Inset days and being directed for 1265 hours by the Headteacher on the 195 days or as per contracted hours.
- (b) In addition teachers will work such time as necessary in order to be able to discharge their professional duties.

Agreement

This Job Description is not your Contract of employment or any part of it. It is prepared for the purposes of school organisation and may change either as your Contract changes or as the school organisation is changed. All changes will include a consultation period. This document must not be altered once it has been signed but it will be reviewed annually by the Governing Body.

Signed - Post Holder	
Date	

Signed - Headteacher	
Date	