**GILLINGHAM SCHOOL - JOB DESCRIPTION – ALL TEACHERS**

These are the statutory elements that apply to all teachers employed by LAs, specified in the School Teachers' Pay and Conditions Act 2000 and subsequent annual documents.

**EXERCISE OF GENERAL PROFESSIONAL DUTIES**

A teacher who is not a Headteacher shall carry out the professional duties of a teacher as circumstances may require... under the reasonable direction of the Headteacher of that school.

**EXERCISE OF PARTICULAR DUTIES**

A teacher employed as a teacher (other than a Headteacher) in a school 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 that a teacher may be required to perform

**Teaching:**

In each case having regard to the curriculum for the school:

(a) Planning and preparing courses and lessons;

(b) Teaching, according to their educational needs, the pupils assigned to him (sic), including the setting and marking of work to be carried out by the pupil in school and elsewhere;

(c) Assessing, recording and reporting on the development, progress and attainment of pupils;

**Other activities:**

(a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him / her

(b) 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;

(c) Making records of and reports on the personal and social needs of pupils;

(d) Communicating and consulting with the parents of pupils;

(e) Communicating and co-operating with persons or bodies outside the school;

(f) 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

**Performance Management:**

Participating in arrangements made in accordance with the 1999 regulations for the appraisal of her/ his performance and that of other teachers;

**Review, induction, further training and development:=**

(a) Reviewing from time to time his methods of teaching and programmes of work;

(b) Participating in arrangements for his further training and professional development as teacher.

**Educational methods:**

Advising and co-operating with the Headteacher and other teachers (or anyone 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. The postholder will be responsible for promoting and safeguarding the welfare of children and young people that they are responsible for / come into contact with, in accordance with the school’s safeguarding and child protection policy.

**Staff meetings:**

Participating in meetings at the school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

**Cover:**

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them. Workforce reform states that teachers should ‘rarely cover’. In Dorset it has been agreed that up to 12 hours of cover per year falls within the definition of ‘rarely’. Exceptions (who may be asked to cover more than this):

* A teacher employed wholly for the purpose of providing such cover
* A teacher whose main duties are not commensurate with their contracted hours, consequently identified times are designated for providing cover or other flexible classroom support

**Public examinations:**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

**Management:**

(a) Contributing to the selection for appointment and professional development of other teachers and non-teaching staff; including the induction and assessment of new teachers and teachers serving induction periods and assisting the Headteacher in carrying out threshold assessments of other teachers;

(b) Co-ordinating or managing the work of other teachers;

(c) 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:**

(a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

(b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.