



'To seek to open our hearts and minds to the love of God and learning'

**Ashton St Peter's Church of England Voluntary Aided Primary School**  
Leighton Court, Dunstable Bedfordshire LU6 1EW Tel: 01582 663410

**Working 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;
- 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;
- Time spent traveling to or from the place of work shall not count against the 1265 hours;
- Such a teacher shall not be required under his/her contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between hours of 12 noon and 2.00 p.m.
- Such a teacher shall, in addition to the 1265 hours, work such reasonable additional hours as may be needed to enable him/her to discharge effectively his/her professional duties.
- Teachers will be allocated PPA (planning, preparation and assessment) time amounting to not less than 10% of the teacher's time-tabled teaching time, in periods of not less than half an hour;

**Professional duties**

The following duties shall be included in the professional duties which a teacher (other than a Headteacher) 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:

- To plan and prepare lessons;
- To teach according to their educational needs, the pupils assigned to him/her, 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 well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and social matters, 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 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;
- Participating in arrangements for preparing pupils for assessment tests, assessing pupils for the purpose of such tests and recording and reporting such assessment tests;

**Appraisal:**

- Participating in arrangements made in accordance with regulations under section 131 of the Act for the appraisal of his/her performance and that of other teachers;

**Review, Induction, further training and development:**

- Reviewing 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 aim to meet needs identified in appraisal objectives or in appraisal statements;

**Educational methods:**

- 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;

**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;

**Cover:**

- Supervising and so far as practical teaching any pupils whose teacher is not available to teach them;
- Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

**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 pursuant to the Induction Regulations;
- Leading 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;
- To lead the development of a specified curriculum area or focus area within the school;

**Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school;
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;
- Clerical or administrative tasks which call for the exercise of a teacher's professional skills and judgements;