



## GREENFIELDS COMMUNITY SCHOOL

### GENERAL TEACHER

### JOB DESCRIPTION

#### PART A

**Professional Duties:**

As a teacher employed by Nottingham City Council, you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the School Teachers' Pay and Conditions Document. A summary is attached for your information.

Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your headteacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your trade union if you so wish.

**Directed time:**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your headteacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your headteacher.

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Issued By

Received By

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Headteacher

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Postholder

## EXTRACT from the School Teachers' Pay and Conditions Document.

### PART A - Conditions of employment of school teachers

#### Exercise of general professional duties

A teacher who is not a headteacher shall carry out the professional duties of a school teacher as circumstances may require -

- 1) if he/she is employed as a teacher in a school, under the reasonable direction of the headteacher of that school;
- 2) if he/she is employed by an authority on terms under which he/she is not assigned to any one school, under the reasonable direction of that authority and of the headteacher of any school in which he/she may for the time being be required to work as a teacher.

#### Exercise of particular duties

- 1) 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/her by the headteacher from time to time, such particular duties as may reasonably be assigned to him/her.
- 2) A teacher employed by an authority on terms such as those described in paragraph 33(2) above shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the authority or by the headteacher of any school in which he/she may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

#### Professional duties

35. The following duties shall be deemed to be included in the professional duties which a school teacher may be required to perform -

- |                         |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Teaching</i>         | 1) | <ol style="list-style-type: none"><li>a) planning and preparing courses and lessons;</li><li>b) teaching, 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;</li><li>c) assessing, recording and reporting on the development, progress and attainment of pupils;</li></ol>                                                                                                                                  |
| <i>Other activities</i> | 2) | <ol style="list-style-type: none"><li>a) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.</li><li>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.</li><li>c) making records of and reports on the personal and social needs of pupils;</li></ol> |

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

*Appraisal* 4) participating in any arrangements made in accordance with Regulations made under section 49 of the Education (No.2) Act 1986 for the appraisal of his/her performance and that of other teachers;

*Review: further training and development* 5) a) reviewing from time to time his/her methods of teaching and programmes of work;  
b) participating in arrangements for his/her further training and professional development as a teacher;

*Educational methods* 6) 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* 7) maintaining good order and discipline among the pupils and safeguarding of the health and safety both when they are authorised to on the school premises and when they are engaged in authorised school activities elsewhere;

*Staff Meetings* 8) 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* 9) supervising and so far as practicable teaching any pupils whose teacher is not available to teach them: provided that no teacher shall be requested to provide such cover -

- a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
- b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the maintaining Authority or, in the case of a grant maintained school or a school which has a delegated budget and whose local management scheme delegates the relevant responsibility for the provision of supply teachers to the governing body, to the governing body for two or more working days before the absence commenced;

unless -

- i) he/she is employed wholly or mainly for the purpose of providing such cover (a "supply teacher"); or

- ii) the authority or the governing body (as the case may be)
- iii) he/she is a full-time teacher at the school but has been assigned by the headteacher in the time-table to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which pupils are taught at the school;

*Public  
Examinations*

- 10) 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' presentations for and supervision during such examination;

*Management*

- 11) a) contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary 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 & management of activities relating to the curriculum, organisation and pastoral functions of the school;

*Administration*

- 12) 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.

## PART B

This job description is in addition to the generic job description published by the LA for all teachers.

A further addition to the job description is required for those teachers with subject co-ordinator responsibility which don't carry management responsibilities.

This role will include :

- working with staff to develop, implement, monitor and review a Policy and Scheme of Work
- working with staff on the implementation of assessments for their subject
- monitoring the delivery of the subject with regard to quality of teaching, learning outcomes and standards of achievement.
- scrutinising planning, children's work and the analysis of all relevant assessment data.
- providing information, evaluation and long term planning for the school's Development Plan, including future resource requirements in the subject.
- keeping abreast of developments within the subject by attending appropriate network groups, courses and meetings.
- managing the budget allocation for the subject to maintain, evaluate and order resources in consultation with staff.
- producing and evaluating an annual curriculum action plan, identifying annual targets and objectives for the development of the subject.

Signed .....

Date .....

## Class Teacher

### Person Specification

| FACTORS                | DEFINITION                                                                                                                                                                                                                                                                                                                                                               | MEASUREMENT |                                |                          |                                |   |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------|--------------------------|--------------------------------|---|
|                        |                                                                                                                                                                                                                                                                                                                                                                          | P           | A                              | T                        | I                              | D |
| Experience             | <ul style="list-style-type: none"> <li>Recent teaching experience of work within KS2</li> <li>Proven record as excellent classroom practitioner</li> <li>Experience of good behaviour management</li> <li>Experience of curriculum enrichment</li> <li>Commitment to inclusive education</li> <li>Commitment to celebrating and developing cultural diversity</li> </ul> |             | ✓<br><br>✓<br>✓<br>✓<br>✓      | <br><br>✓<br><br><br>    | ✓<br>✓<br>✓<br><br>✓           |   |
| Education and training | <ul style="list-style-type: none"> <li>QTS</li> <li>Evidence of preparation for KS2 role</li> </ul>                                                                                                                                                                                                                                                                      |             | ✓                              |                          | ✓                              | ✓ |
| Management Skills      | <ul style="list-style-type: none"> <li>A strong educational vision</li> <li>Ability to prioritise and set own targets</li> <li>Ability to accept responsibility and delegate tasks</li> <li>Self-management skills - the ability to plan time effectively and to organise oneself well</li> <li>Awareness of effective teaching and assessment methods</li> </ul>        |             | ✓<br><br>✓<br><br>✓            | <br>✓<br><br><br>        | ✓<br><br><br>✓                 |   |
| Aptitudes              | <ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Initiative</li> <li>Imagination</li> <li>Good written and oral communication skills</li> <li>Ability to foster positive relationships</li> </ul>                                                                                                                                       |             | <br>✓<br>✓                     | <br><br>✓                | ✓<br>✓<br>✓<br>✓               |   |
| Disposition            | <ul style="list-style-type: none"> <li>Enthusiastic</li> <li>Positive</li> <li>Well motivated</li> <li>Well organised</li> <li>Enjoys working with children</li> <li>Enjoys working with adults</li> <li>Enthusiasm for new school</li> </ul>                                                                                                                            |             | ✓<br>✓<br>✓<br><br>✓<br>✓<br>✓ | <br><br><br><br><br><br> | ✓<br>✓<br>✓<br><br>✓<br>✓<br>✓ |   |
|                        |                                                                                                                                                                                                                                                                                                                                                                          |             |                                |                          |                                |   |
| P-pre-application      | A-Application                                                                                                                                                                                                                                                                                                                                                            | T-Test      | I-Interview                    | D-Documentary Evidence   |                                |   |