



Job Description – Teacher

Teaching

Carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document by meeting or exceeding the requirements of Teachers' Standards and, 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 you:

- Plan and prepare lessons;
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- Assess, record and report on the development, progress and attainment of pupils.

Other Activities

- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- Provide 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;
- Complete long and medium term planning at the start of the term/year as appropriate in electronic format and ensure weekly planning is prepared and available at the start of the week on the school intranet; Make records of and reports on the personal and social needs of pupils
- Communicate and consult with the parents of pupils;
- Communicate and co-operate with persons or bodies outside the school;
- Participate in meetings arranged for any of the purposes described above;
- Attend assemblies, register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions; and
- Take part in extra-curricular activities whenever possible.

Assessments and Reports – Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal or Review of Performance – Participate in arrangements for the appraisal or review of your performance and that of other teachers.

Review, Induction, Further Training and Development – Review from time to time your methods of teaching and programmes of work and participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements.

Educational Methods – Advise and co-operate 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 – Maintain good order and discipline among the pupils and safeguard 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 – Participate 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 – Supervise and so far as practicable teach 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 may be required to provide such cover for an unreasonable number of hours in any school year).

External Examinations – Participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments and participate in arrangements for pupils' presentation for, and conducting, such examinations.

Management – Contribute 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; coordinate or manage the work of other staff; and take 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.

Administration – Participate 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; and attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.