

## **Allanson Street Primary School**

**Name:**

**Job Title: Teacher**

### **Safeguarding:**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to be familiar with appropriate procedures and protocols. Safeguarding is the responsibility of all staff.

### **Part 1:**

To exercise the professional duties of a teacher as laid down in the School Teachers' Pay and Conditions Document 2013.

### **Teaching**

Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

Participate in arrangements for preparing pupils for external examinations.

### **Whole school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

Subject to paragraph 52.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

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### **Health, safety and discipline**

Promote the safety and well-being of pupils.

Maintain good order and discipline among pupils.

### **Management of staff and resources**

Direct and supervise support staff assigned to them and, where appropriate, other teachers.

Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

Deploy resources delegated to them.

### **Professional development**

Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

Communicate with pupils, parents and carers.

### **Working with colleagues and other relevant professionals**

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **Working Time / Daily break / Work/life balance**

In accordance with School Teachers' Pay and Conditions Document 2013.

### **Guaranteed planning and preparation time / Management time**

In accordance with School Teachers' Pay and Conditions Document 2013.

### **Cover**

Teachers should be required to provide cover only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

### **External examinations**

Participating in arrangements for preparing pupils for external examinations does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation.

## **Administration**

Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Annex 3 of the School Teachers' Pay and Conditions Document 2013 contains a list of tasks falling within the scope of the above paragraph.

## **Training and development**

All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements where teachers are subject to the 2011 Regulations, or in appraisal reports where teachers are subject to the 2012 Regulations, in accordance with the policies of the authority and governing body.

A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school not subject to those Regulations would be expected to teach.

## **Exercise of Particular Duties**

To be familiar with and work within the agreed policies and practices of the school.

A teacher employed in a school must perform, in accordance with any directions which may reasonably be given by the headteacher from time to time, such particular duties as may be reasonably assigned.

This job description will be reviewed annually as part of the appraisal cycle. It may be amended following consultation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_