



APPOINTMENT OF PRIMARY CLASS TEACHER

Job Description

The following job description is drawn from the Conditions of Employment of Teachers Other than Headteachers in Part 12 of the School Teachers' Pay and Conditions Document 2008.

Position: Class Teacher

Grade: Teachers' Main Scale (MPS)

Accountable to: The Headteacher

Accountable for:

A teacher may be required to perform the following **professional duties**:

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 or her:

- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to him or 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 or her.
- 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.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school; and
- 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.

Appraisal

- Participating in arrangements made for the appraisal of his or her performance and that of other teachers.

Review, induction, further training and development

- Reviewing from time to time his or her methods of teaching and programmes of work.

- Participating in arrangements for his or 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.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his or her supervision and training.

Educational methods

- Advising and co-operating with the head teacher 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

- 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.

Child protection and welfare

- Working alongside the Headteacher and other staff members to promote and safeguard the welfare of pupils at Somersham Primary School.

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 practicable, 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.
- Assisting the head teacher in carrying out threshold assessments of other teachers for whom he or she has management responsibility.
- Co-ordinating or managing the work of other staff; and taking such part as may be required of him or her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of 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; and attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- The above 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 I contains a list of tasks falling within the scope of these administrative areas.

Management time

A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Working time

The provisions of this section shall not apply to deputy head teachers, assistant head teachers, advanced skills teachers, Fast Track teachers or to teachers employed to teach part-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 or she may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so directs, by the head teacher.
- Such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he or she is required to be available for work.
- Time spent in travelling to or from the place of work shall not count against the 1265 hours.
- A teacher shall not be required under his or her contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- A teacher shall, in addition, work such reasonable additional hours as may be needed to enable him or her to discharge effectively his professional duties. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer.

Guaranteed planning and preparation time

- A teacher shall be allowed, as part of the 1265 hours, reasonable periods of time ("PPA time") to enable him or her to carry out his or her duties detailed above (planning and preparing courses and lessons; assessing, recording and reporting on the development, progress and attainment of pupils; and assessments and reports).
- PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time.
- PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.
- A teacher shall not be required to carry out any other duties during his or her PPA time.

Contract/

Hours of work: The post is permanent and full time. The post is subject to the limits on working time set out in the *Teachers' Pay and Conditions Document 2008*, in particular that the post-holder will be required to be available for work for 195 days, of which 5 days will be without pupils, and not for more than 1265 hours.