

## JOB DESCRIPTION

### FOR TEACHERS OTHER THAN HEAD TEACHERS

**Arno Vale Junior School**



*Job title: Class Teacher*

*Pay Scale: Mainscale*

*Job purpose: Teacher*

*Post(s) Responsible to: Headteacher*

*Post(s) Responsible for: Carrying out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.*

*Date of issue: April 2020*

### CORE REQUIREMENTS OF THE POST:

- As a teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- 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 Head Teacher 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.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.

*For Teachers other than Deputy/Assistant Head, Advanced Skills Teachers only:-*

- 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 Head Teacher 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 Head Teacher.

## **PARTICULAR RESPONSIBILITIES:**

The post requires you to:-

- teach pupils within the age range 7 – 11 years in accordance with the professional duties of a teacher.
- take an equitable share of whole school curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the school.

Extracted from School teachers' pay and conditions document 2014 and guidance on school teachers' pay and conditions

### Teachers other than a headteacher

52.1 A teacher may be required to undertake the following duties:

#### Teaching

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

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

52.4 Participate in arrangements for preparing pupils for external examinations.

#### Whole school organisation, strategy and development

52.5 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.

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

52.7 Subject to paragraph 53.7 (*paragraph 53.7: Teachers should be required to provide cover in accordance with paragraph 52.7 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*) supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### Health, safety and discipline

52.8 Promote the safety and well-being of pupils.

52.9 Maintain good order and discipline among pupils.

### Management of staff and resources

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

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

52.12 Deploy resources delegated to them.

### Professional development

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

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

### Communication

52.15 Communicate with pupils, parents and carers.

### Working with colleagues and other relevant professionals

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