



## Conditions of Employment and Job Description

### TEACHER

**Name:** \_\_\_\_\_

#### **Job Purpose**

To provide high quality teaching and learning for a class of children.

All teachers in the school are employed as primary practitioners. Although they may be trained in specific age ranges, teachers may be required to work in other areas of the school for periods of time.

All teachers, except those in their NQT year, have a subject leader responsibility.

The School Teachers' Pay and Conditions Document 2016 outlines the range of duties undertaken by all teachers.

Subject to DfE School Teachers' Pay and Conditional Document (STPCD) 2016, teachers shall carry out, in accordance with any directions which may be given to him/her by the headteacher from time to time such particular duties that may reasonably be assigned to him/her.

#### **Professional Responsibilities**

Teachers are required to perform the following professional duties:

##### **Teaching**

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.

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 53.7 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**

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.

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

## **Working Time**

Working days

A teacher employed full-time must be available for work for 195 days, of which:

- 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the headteacher.

Part-time teachers, except the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponding to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 41 and 42.

Specified working hours

In addition to the hours a teacher is required to be available for work under paragraph 52.5 or 52.6 (STPCS, 2016), a teacher must work such reasonable additional hours as

may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

Subject to paragraph 52.10 (STPCD, 2016), no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

Subject to paragraphs 52.6 and 52.11 (STPCS, 2016), a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

All teachers are entitled to an uninterrupted break of reasonable length between:

- 11:50am-12:50pm when teaching in Foundation 1
- 12:00pm-1:00pm when teaching in Foundation 2
- 12:15pm and 1:15pm when teaching in Years 1-6

This job description will be reviewed annually in negotiation with the teacher(s) concerned. A copy of the job description will be given to the teacher.

**Signed** \_\_\_\_\_ **Teacher**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Headteacher**

**Date** \_\_\_\_\_