**JOB DESCRIPTION : TEACHER**

**General Professional Duties**

As a teacher to carry out the professional duties under the reasonable direction of the Head.

The teacher should maintain and develop the Catholic character of the school in accordance with the school’s Mission Statement and the priorities identified by the Governing Body and the Headteacher.

**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.

**Planning and preparing courses and lessons.**

* Teaching, according to their educational needs, the pupils assigned to him, 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.
* 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 co-operating with persons or bodies outside the school.
* Participating in meetings arranged for any of the purposed 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 in accordance with regulations for the appraisal of his performance and that of other teachers.

**Review, induction, further training and development**

* Reviewing from time to time his methods of teaching and programmes of work.
* Participating in arrangements for his 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 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.

**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. (no teacher shall be required to provide such cover for more than 38 hours in any school year.)

**External examinations**

* Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations (a teacher is not routinely required to participate in any arrangements that do not call for the exercise of a teacher’s professional skills and judgement, such as invigilation;}

**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;

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* Assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
* Co-ordinating or managing the work of ther staff and taking such part as may be required of him 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.
* Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
* A teachers is not routinely required to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgment for a list of such tasks see Teachers Pay and Conditions Document paragraph 73.12.3 Annex 5

**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**

* 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 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.
* A teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by his employer or the head teacher of any school in which he may for the time being be required to work as a teacher) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he 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 referred above.
* A teacher shall not be required under his 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 2.00 p.m.
* A teacher shall, work such reasonable additional hours as may be needed to enable him to discharge effectively his professional duties, including in particular, his management 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 to carry out the following duties: 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 timetabled teaching time (and for this purpose time-tabled teaching time means the aggregate period of time in the school time-tabled during which the teacher has been assigned by the head teacher in the school time-table to teach pupils.
* 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.
* Such a teacher shall not be required to carry out any other duties, including the provision of cover during his PPA time.
* A classroom teacher who is employed on a part-time basis will work that proportion of 1265 hours that equates to the proportion of the school week that the teacher is normally employed.