

# STANDARD JOB DESCRIPTION

## PROFESSIONAL DUTIES from CONDITIONS OF EMPLOYMENT OF TEACHERS OTHER THAN HEADTEACHERS (taken from teachers pay and conditions)

### 1. TEACHING:

- 1.1 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 students in any class or group assigned to the teacher.
- 1.2 Planning and preparing courses and lessons.
- 1.3 Teaching, according to their educational needs, the students assigned to the teacher, including the setting and marking of work to be carried out by the student in school and elsewhere.
- 1.4 Assessing, recording and reporting on the development, progress and attainment of students.

### 2. OTHER ACTIVITIES:

- 2.1 Promoting the general progress and well being of individual students and of any class or group of students assigned to the teacher.
- 2.2 Providing guidance and advice to students 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.
- 2.3 Making records of and reports on the personal and social needs of students.
- 2.4 Communicating and consulting with the parents of students.
- 2.5 Communicating and co-operating with persons or bodies outside the school.
- 2.6 Participating in meetings arranged for any of the purposes described above.

### 3. ASSESSMENTS AND REPORTS:

- 3.1 Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### 4. TUTOR:

- 4.1 To ensure that the register is marked punctually and kept up to date as required by law. All absences should be accounted for by notes from parents/guardians and any problems reported to the Head of the School or delegate.
- 4.2 To deal with other returns and requests for information about children in the form as required.
- 4.3 To contribute and assist as required to keep up to date the student records for each student in the form.
- 4.4 To contribute to reference, reports to outside agencies and the like, in consultation with colleagues.
- 4.5 To complement our School Policy on personal appearance, awards, uniform and behaviour of students.
- 4.6 To help students with individual guidance as necessary.
- 4.7 To attend assembly with the form unless a dispensation has been granted.

**5. APPRAISAL:**

- 5.1 Participating in arrangements made in accordance with regulations made under section 131 of the Act (for the appraisal of his performance and that of other teachers;

**6. REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT:**

- 6.1 Reviewing from time to time his methods of teaching and programmes of work;  
6.2 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;  
6.3 In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for their supervision and training;

**7. EDUCATIONAL METHODS:**

- 7.1 Advising and co-operating with the headteacher 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;

**8. DISCIPLINE, HEALTH AND SAFETY:**

- 8.1 Maintaining good order and discipline among the students 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;

**9. STAFF MEETINGS:**

- 9.1 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;

**10. COVER**

- 10.1 Subject to national guidelines, supervising and so far as practicable teaching any students whose teacher is not available to teach them;  
10.2 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;

**11. EXTERNAL EXAMINATIONS:**

- 11.1 Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students presentation for, and conducting, such examinations;  
11.2 The preceding paragraph 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;

**12. MANAGEMENT:**

- 12.1 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;
- 12.2 Assisting the headteacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
- 12.3 Coordinating or managing the work of other staff, and taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

**13. ADMINISTRATION**

- 12.1 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
- 12.2 Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
- 12.3 A teacher should not be required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgment (see 24 tasks)

**14. HANDBOOK**

I understand that all school policies in the staff secure area are available on the school Intranet and it is my responsibility to familiarise myself with these policies.

**Signed.....Postholder**

.....**Headteacher**

.....**Date**