



## GOODMAYES PRIMARY SCHOOL JOB DESCRIPTION

**NAME:**

**SALARY SCALE:**

**POSITION:**                    **Teacher**

**RESPONSIBLE TO:**        **Head Teacher**

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties set out below.

The job description will be reviewed each year and may be subject to modification or amendment at the reasonable discretion of the Head Teacher at any time following discussion with the teacher.

### **OVERALL PURPOSE OF JOB**

To carry out the professional duties of a teacher and perform, in accordance with any directions which may reasonably be given to them by the head teacher from time to time, such particular duties as may reasonably be assigned to them.

#### **1. Teaching**

- 1.1 Plan and teach lessons and sequences of lessons to the classes he/she is assigned to teach within the context of the school's plans, curriculum and schemes of work.
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Participate in arrangements for preparing pupils for external examinations.

#### **2. Whole school organisation, strategy and development**

- 2.1 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.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Subject to paragraph 11.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### **3. Health, safety and discipline**

- 3.1 Promote the safety and well-being of pupils.
- 3.2 Maintain good order and discipline among pupils.

#### **4. Management of staff and resources**

- 4.1 Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to them.

#### **5. Professional development**

- 5.1 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

#### **6. Communication**

- 6.1 Communicate with pupils, parents and carers.

#### **7. Working with colleagues and other relevant professionals**

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

#### **8. Working Time**

- 8.1 The provisions of paragraphs 10.1 to 10.8 do not apply to:

- (a) head teachers, deputy head teachers, assistant head teachers, teachers on the pay range for leading practitioners or teachers in receipt of an acting allowance for carrying out the duties of a head teacher, deputy head teacher or assistant head teacher.

- (b) unattached teachers whose remuneration is determined in accordance with the provisions applicable to a member of the leadership group.

#### **9. Working days**

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

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and

- (b) 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 employer or, if the employer so directs, by the head teacher.

#### **10. Specified working hours**

- 10.1 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

- 10.2 Paragraph 10.1 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265

hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid.

- 10.3 In addition to the hours a teacher is required to be available for work under paragraph 10.1 or 10.2, as the case may be, 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.
- 10.4 The employer must not determine how many of the additional hours referred to in paragraph 10.3 must be worked or when these hours must be worked.
- 10.5 Subject to paragraph 10.6, 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).
- 10.6 Subject to paragraphs 10.2 and 10.7, 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).
- 10.7 The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph 10.6, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid.
- 10.8 The amount of time a teacher spends taking the break referred to in paragraph 11.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in paragraph 10.1, or the pro-rata equivalent referred to in paragraph 10.2.

## **Rights Conferred**

### **Overarching rights**

- 11.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.
- 11.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

### **Daily break**

- 11.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm. Deputy head teachers, assistant head teachers and teachers on the pay range for leading practitioners are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

### **Work/life balance**

11.4 Governing bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school to be able to achieve a satisfactory balance between the time required to discharge their professional duties, including in particular, in the case of teachers to whom paragraphs 9.1 to 10.8 apply, their duties under paragraph 10.3, and the time required to pursue their personal interests outside work. In having regard to this, governing bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations\*.

### **Guaranteed planning and preparation time**

11.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time to enable the discharge of the professional responsibilities of teaching and assessment. A teacher to whom paragraphs 9.1 to 10.8 apply must be allowed PPA time as part of the 1265 hours referred to in paragraph 10.1 or, in the case of a teacher employed part-time, as part of the pro-rated equivalent referred to in paragraph 10.2.

11.6 PPA time must amount to not less than 10% of the teacher's timetabled teaching time (and for this purpose "timetabled teaching time", in relation to a teacher, means the aggregate period of time in the school timetable during which the teacher has been assigned by the head teacher to teach pupils).

11.7 PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week.

11.8 A teacher must not be required to carry out any other duties during the teacher's PPA time.

### **Management time**

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

### **Cover**

11.10 Teachers should be required to provide in accordance with paragraph 2.3 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).

### **External examinations**

11.11 Participating in arrangements for preparing pupils for external examinations 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.

### **Administration**

11.12 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, 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 judgement.

### **Training and development**

11.13 All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements where teachers are subject to the 2011 Regulations, or in appraisal reports where teachers are subject to the 2012 Regulations, in accordance with the policies of the authority and governing body.

11.14 A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school not subject to those Regulations would be expected to teach.

### **Other**

12.1 Ensure compliance with the Data Protection Act.

12.2 Keep confidential any personal information about staff, pupils, parents and governors.

*Clauses 1.1 to 11.14 are drawn from the School Teachers' Pay and Conditions Document.*

The teacher should sign two copies of the job description, retaining one. The head teacher should retain the remaining copy.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_