

A TEACHER'S PROFESSIONAL DUTIES

These are the duties that will be required of you as a class teacher as set out in the Conditions of Employment section of the current School Teachers' Pay and Conditions Document.

Teaching:

- Having regard to the curriculum for the school, you will promote the development of the abilities of the pupils and the aptitudes of any class or group assigned to you by:
- Planning and preparing courses and lessons;
- Teaching, according to their educational needs, the pupils assigned to you, 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 classes or groups of pupils assigned to you;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers / post-school options, including information about sources of more expert advice on specific questions, and producing relevant records and reports;
- Producing records and reports on the personal and social needs of pupils;
- Communicating and consulting with parents and carers;
- Communicating and co-operating with persons or agencies outside the school;
- Participating in meetings, as appropriate, to conduct all of the aspects outlined above.

Assessments and Reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Performance Management:

- Participating in arrangements made in accordance with the regulations for Teacher Appraisal for the appraisal of your performance and, where relevant, that of other teachers and members of staff.

Continuous Professional Development and Review:

- Reviewing on a regular basis your methods of teaching and programmes of work;
- Participating in arrangements for your further training and professional development as a teacher including undertaking training and professional development activities which aim to meet any needs identified through performance management.

Educational Methods:

- Advising and co-operating with the Headteacher, senior management team and other teachers on the preparation, review and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements;
- Taking a lead role in the review, maintenance and development of an identified area of the curriculum and actively promoting its development, maintenance and delivery;
- Participating in professional development activities to maintain an up-to-date knowledge and expertise that will enable you to support staff, as appropriate, and provide advice, guidance and support in its planning and delivery.

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 school premises and when they are engaged in authorised off-site activities;
- Actively contributing to and promoting the school's approach to the positive management of behaviour through the consistent application of the agreed system of rewards and sanctions.

Staff Meetings:

- Participating in meetings at the school which relate to the curriculum for the school and the administrative and organisational arrangements, including pastoral issues.

Cover:

- Supervising and, so far as is practicable, teaching any pupils whose teacher is unavailable to teach them, up to a maximum of 38 hours in each academic year.

External Examinations:

- Participating in arrangements for preparing pupils for external examinations and accreditation; 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.

Management:

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers;
- Assisting the Headteacher, as appropriate, in carrying out threshold assessments of other teachers if you have been assigned line management responsibility for them;
- Co-ordinating or managing the work of other staff;
- Taking such part as may be required of you in the review, development and management of activities relating to the curricular, organisational and pastoral functions of the school.

Administration:

- Participating in administrative and organisational tasks related to such duties as described above, including the direction and supervision of personnel 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.

Working Time:

- As a full-time teacher, you will be required to be available for work for 195 days in the academic year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties, and those days shall be specified by the Headteacher;
- If you are contracted to a full-time post, you will be required to be available to perform such duties at such times and such places as will be specified by the Headteacher for 1265 hours in any academic year, such hours to be allocated reasonably throughout the year;
- If you are a part-time teacher, you will work proportionally, including attending days specified for training or professional development activities;
- Whether employed on a part-time or full-time contract, or on a temporary basis, you will be required to work such reasonable additional hours as may be needed to enable you to discharge your professional duties effectively;
- The amount of time required for this purpose beyond the 1265 hours, and the times at which these duties may be performed, will not be specified by the Headteacher.

PERFORMANCE THRESHOLD STANDARDS

These are the standards that you will be required to meet to achieve progression onto the Upper Pay Scale, and to maintain if you are to progress from UPS1 to UPS2 and UPS3. Each of the standards must be fully met and clearly demonstrated in order for the appropriate threshold level to be endorsed and awarded.

Knowledge and Understanding:

- You must demonstrate that you have a thorough and up-to-date knowledge of the teaching of your subject(s) and take account of wider curriculum developments that are relevant to your work.

Teaching and Assessment:

- You must demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet the individual learning needs of the pupils;
- You must demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- You must demonstrate that you consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.

Pupil Progress:

- You must demonstrate that, as a result of your teaching, your pupils achieve well relative to their prior attainment, making progress as good as or better than similar pupils nationally. This must be shown in marks or grades in any relevant national tests or examinations, or school-based assessment for pupils where national tests and examinations are not taken.

Wider Professional Effectiveness:

- You must demonstrate that you take responsibility for your own professional development and use the outcomes to improve your teaching and pupils' learning;
- You must demonstrate that you make an active contribution to the policies and aspirations of the school.

Professional Characteristics:

- You must demonstrate that you are an effective professional who challenges and supports all pupils to do their best by:
 - inspiring trust and confidence;
 - building team commitment;
 - engaging and motivating pupils;
 - analytical thinking;
 - positive action to improve the quality of pupils' learning.