

# **JOB DESCRIPTION**

**JOB TITLE : Teacher**

**SCHOOL: Ottery St Mary Primary**

**RESPONSIBLE TO : Mr Mark Gilronan (Headteacher)**

**GRADE : MPS**

**HOURS OF WORK :** Outlined in the Teachers' Pay and Conditions Document.

*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.*

***The duties of main professional grade teachers include the following:-***

1.
  - (a) Planning and preparing courses and lessons.
  - (b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
  - (c) Assessing, recording and reporting on the development, progress and attainment of pupils.
2.
  - (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
  - (b) 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.
  - (c) Making records of and reports on the personal and social needs of pupils.
  - (d) Communicating and consulting with the parents of pupils.
  - (e) Communicating and co-operating with persons or bodies outside the school.
  - (f) Participating in meetings arranged for any of the purposes described above.
3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Participating in arrangements made in accordance with The Education (School Teacher Appraisal) Regulations 1991 for the appraisal of his/her performance and that of other teachers.
5.
  - (a) Reviewing from time to time his/her methods of teaching and programmes of work.
  - (b) Participating in arrangements for his/her further training and professional development as a teacher.
6. 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.
7. 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. Following school safeguarding procedures and statutory responsibilities in this area.
8. 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.
9. Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them. (See paras 43.9.1, 43.9.2 and 43.9.3 of the Teachers' Pay and Conditions Document for clarification).
10. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
11.
  - (a) Contributing to the selection for appointment and professional development of other teachers and Support staff, including the induction and assessment of new and probationary teachers.
  - (b) Co-ordinating or managing the work of other teachers.
  - (c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
12.
  - (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

- (b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
13. In Church Aided Schools - Attending acts of worship and teaching Religious Education as required by the Headteacher.