South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Teacher (Laygate Community School)

GRADE: MPS

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To carry out the duties of a school Teacher as set out in the School Teacher's Pay and Conditions 2010 Document.

Key Tasks of the Post:

1. **Teaching:**
   - Planning and preparing lessons;
   - Teaching, according to their educational needs, the pupils assigned to you;
   - Assessing, recording and reporting on the development, progress and attainment of pupils.

2. **Other activities:**
   - Promoting the general progress and well-being of the pupils assigned to you;
   - Making records of and reports on pupils;
   - Communicating and consulting with parents;
   - Communicating and co-operating with outside agencies;
   - Participating in meetings arranged for any of the purposes described above;
   - Liaise with the appropriate staff to ensure that continual pupil progression is embedded within the practice of the school.

3. **Assessment and reports:**
   - Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
   - Produce relevant pupil data in appropriate forms to inform staff, management, Governors and parents.

4. **Appraisal:**
   - Participating in arrangements within an agreed framework for the appraisal of your performance and that of other staff.

5. Review, induction, further training and development:

- Reviewing from time to time your methods of teaching and programmes of work;
- Participating in arrangements for your further training and professional development, which are to meet the needs identified in appraisal objectives or in appraisal statements.

6. Educational methods:

- Advising and co-operating with the Head Teacher and other Teachers, on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

7. Discipline, Health and Safety:

- Maintaining good order and discipline among pupils, and safeguarding their health and safety.

8. Staff Meetings:

- Participating in meetings that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

9. Management:

- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

10. Administration:

- Participating in administrative and organisational tasks relating to such duties as described above, including the direction or supervision of support staff*;
- Registering the attendance of pupils and supervising pupils;
- Co-ordinate the implementation of initiative relevant to the post and to the needs of the school.

* This paragraph 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.

11. Working Time:

- A Teacher is employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils, in addition to carrying out other duties. The 195 days shall be specified by the employer or, if the employer so directs, by the Head Teacher.
- A Teacher shall be available to perform such duties for 1,265 hours in any school year, those hours to be allocated reasonably, throughout those days in the school year on which the Teacher is required to be available for work.
- You will not be required to undertake mid-day supervision.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/KDS

Date: 13/06/2018