

# St Laurence Church Infant School

## Job Description

**Name:**

**Job Title:**                   **Teacher (MPS)**

**Subject Co-ordination:**   **For post ECTs to be negotiated**

### Job Purpose

The teacher will:

- Teach a class of pupils; ensuring that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of the pupils (Std 1,2,3,4,5,6,7)
- Maintain the positive ethos and core values of the school, both inside and outside of the classroom (Std 5,7)
- Contribute to the constructive team-building amongst teaching and support staff, parents and governors (Std 8, Part 2)
- Demonstrate all the key teaching standards in everyday duties and teaching (All standards)
- Co-ordinate a subject across the whole school (Std 8, part 1 and 4)

### Duties:

The class teacher will:

- Implement agreed school policies and guidelines with regards to Child Protection & Safeguarding, Health and Safety, Teaching & Learning, the Curriculum, Assessment, Inclusion (including SEND, G&T, Looked after, EAL etc.), Equal Opportunities, Specific Subjects, the various Personnel and Management requirements, as well as others determined by the Governing Body. (Std 8, Part 2)
- Support initiatives decided by the Headteacher and senior leaders. (Std 4,7,8)
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks. (Std 5)
- Be able to set clear targets, based on prior attainment, for pupils' learning. (Std 4,6)
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils. (Std 1,2,4)
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning (Std 6)
- Report to parents on the development, progress and attainment of pupils. (Std 6,8)
- Maintain good order and discipline amongst pupils, in accordance with the schools behaviour regulation policy. (Std 7)
- Communicate and co-operate with specialists and outside agencies. (Std 8)
- Lead, organise and direct support staff within and outside of the classroom. (Std 4,5,6)
- Participate in the performance management system of appraisal of their own performance and/or that of other staff. (Std 8, Part 2)
- To undertake additional tasks as reasonably requested by the headteacher, deputy head or senior leaders. (Std 8, Part 2)
- The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

The subject co-ordinator will:

- Have a clear understanding of the intent, implementation and impact of the subject by:
  - Developing and implement the policy for the subject (Std 8, Part 1)
  - Produce, action and review an annual action plan for the subject (Std 8, Part 1)

- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress (Std 3, Part 1, Std 4, Part 5)
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs, and manage any allocated budget effectively.(Std 8, Part 1)
- Act as a source of advice and support to other staff regarding teaching and learning, resources, and planning in the subject area (Std 8, Part 3, Std 3, Part 2)
- Monitor teaching and learning in the subject by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school, and the impact it has on pupil achievement. (Std 4, Part 4, Std 6, Part 3)

## Conditions of Employment

(DfE School Teachers' Pay and Conditions Document 2021 50.1 to 52.10)

### Professional Responsibilities

#### Teachers other than a Headteacher

50.1 A teacher may be required to undertake the following duties:

#### Teaching

50.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

50.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

50.4 Participate in arrangements for preparing pupils for external examinations.

#### Whole school organisation, strategy and development

50.5 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.

50.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

50.7 Subject to paragraph 53.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### Health, safety and discipline

50.8 Promote the safety and well-being of pupils.

50.9 Maintain good order and discipline among pupils.

#### Management of staff and resources

50.10 Direct and supervise support staff assigned to them and, where appropriate, other teachers.

50.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

50.12 Deploy resources delegated to them.

#### Professional development

50.13 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

50.14 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

#### Communication

50.15 Communicate with pupils, parents and carers.

#### Working with colleagues and other relevant professionals

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

#### Working time

50.17 Nothing in this Document is to be taken to conflict with Council Directive 93/104/EC of 23 November 1993 concerning certain aspects of the organisation of working time (20).

(20) O.J. No L307, 13.12.93 p.18 which was implemented by the Working Time Regulations 1998 (S.I. 1998/1833).

#### Working days

51.2 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 Headteacher.

51.3 Paragraph 51.2 does not apply to a teacher employed full-time wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.

#### Specified working hours

51.4 The provisions of paragraphs 51.2 to 51.12 do not apply to:

(a) Headteachers, Deputy Headteachers, Assistant Headteachers, teachers on the pay range for leading practitioners or teachers in receipt of an acting allowance for carrying out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher pursuant to paragraph 23;

(b) unattached teachers in charge of pupil referral units whose remuneration is determined in accordance with the provisions applicable to Headteachers pursuant to paragraph 41;

(c) unattached teachers (other than those in charge of pupil referral units) whose remuneration is determined in accordance with the provisions applicable to a member of the leadership group pursuant to paragraph 41.

- 51.5 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher (or, where the teacher is not assigned to any one school, by the employer or the Headteacher of any school in which the teacher may for the time being be required to work as such) 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.
- 51.6 Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work in any school year must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 42 and 43.
- 51.7 In addition to the hours a teacher is required to be available for work under paragraph 52.2 or 52.3, 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.
- 51.8 The employer must not determine how many of the additional hours referred to in paragraph 52.7 must be worked or when these hours must be worked.
- 51.9 Subject to paragraph 51.10, 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).
- 51.10 Subject to paragraphs 52.6 and 52.7, 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).
- 51.11 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 52.7, 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 under paragraphs 42 and 43.
- 51.1 The amount of time a teacher spends taking the break referred to in paragraph 53.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in paragraph 53.5 or the pro rata equivalent referred to in paragraph 53.6, as the case may be.

## **Rights Conferred - all Teachers**

### **Overarching rights**

- 52.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this (for example in the case of teachers at residential establishments).
- 52.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

### **Daily break**

- 52.3 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 2.00pm. Deputy Headteachers, Assistant Headteachers 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**

- 52.4 Governing Bodies and Headteachers, in carrying out their duties, must have regard to the need for the Headteacher and teachers at the school being 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 53.2 to 53.10 apply, their duties under paragraph 53.4, and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and Headteachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998 (23).

(23) The Working Time Regulations 1998 (S.I. 1998/1833).

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

- 52.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 53.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

### **Management time**

- 52.6 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**

- 52.7 Teachers should be required to provide cover in accordance with paragraph 50.7 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).

### **Administration and external examinations**

- 52.8 A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgment, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

### **Training and development**

- 52.9 All teachers 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 or reports.

52.10 A teacher serving an induction period under the Induction Regulations (24) 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.

(24) 'Induction Regulations' means the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (S.I. 2012/1115) or the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005 (S.I. 2005/1818).

## **Line Management**

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of teacher under the reasonable direction of the Headteacher of the school.

## **Review and Amendment**

This Job Description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by \_\_\_\_\_ date \_\_\_\_\_.

Job Description agreed, after consultation, by \_\_\_\_\_ date \_\_\_\_\_.