



Calton Primary School

Job Description – 2017_18

Title: Class Teacher

- Year Group: **Key Stage 1**
- Aspect Buddy for: TBA
- UPS Responsibility for: If applicable
- TLR Responsibility for: N/A

Grade:

Mainscale: NQT 1 2 3 4 5 6 UPS: 1 2 3 Senior Leadership Team: TLR 1 2

Relationships

- ✓ The post holder is responsible to the Head Teacher

The Teacher will work in liaison, contact and co operation with:

- ✓ other members of staff
- ✓ members of County support and advisory services
- ✓ organisations and networks relevant to the teacher's specialism or subject
- ✓ Parents and Carers, Governors & the local community

Job Purpose

Class teaching, learning and management responsibility for a Key Stage 1 / Key Stage 2 Class:

- ✓ Subject to the current conditions of employment for Class Teachers contained in the School Teachers, Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.
- ✓ Within the school policies and guidelines on the curriculum and school organisation.

Key Tasks

(i) Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.

(ii) Teaching and Learning

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken as directed by the Head Teacher and / or Line Manager. To work with other Staff effectively in order to enhance pupil teaching and learning.

(iii) Marking and Recording

To mark pupil's' work in order to make effective use of assessment and to record their development, progress and attainment.

(iv) Well-being and relationships

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils and adults

conducive to optimum learning.

(v) Communication with Parents and Carers and the wider community

To build and maintain co-operative relationships with Parents and Carers, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties. To provide learning opportunities for children outside school hours – as appropriate to ability and need of children. To liaise and work with relevant establishments from the wider community, in order to enhance outcomes for the pupils.

(vi) The Learning Environment

To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole.

(vii) Overall Policy and Review

To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines.

(viii) Reporting

To provide or contribute to oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils.

(ix) Reviewing

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

(x) Professional Development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, especially those relevant to the duties and responsibilities of the post. To take part in Performance Management and reviews of one's work arranged by the Head Teacher.

(xi) Subject Leadership

To have lead responsibility for one or more (as contract states) subject / aspect of learning and to buddy for another.

(xii) Meetings

To participate in meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Working / Directed Time

For guidance on this see the end of this document.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed: (Teacher)	Date:
Signed: (Head Teacher) <i>sarah bunce</i>	Date:

This job description may be amended at any time following discussion between the Head Teacher and member of Staff and will be reviewed annually.

Working / Directed Time

Advice taken from: School Teacher's Pay and Conditions Document 2009 pages 129 – 131

74.3 A teacher employed full-time must be available for work for 195 days in any school year, of which:

- 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- 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, if the employer so directs, by the Head Teacher

74.4 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 (or, where the teacher is not assigned to any one school, by the employer or the Head Teacher of any school in which the Teacher may for the time being be required to work as such) for 1265 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.

74.5 N/A – residential establishments

74.6 Sub-paragraph 4 (above) 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 paragraph 46 – see below

46.1.1 "Pro-rata principle" means that proportion of total remuneration which corresponds to the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week; (and for this purpose "total remuneration" means the remuneration that would be payable to that person if employed in the same post on a full-time basis; and

"the school's timetabled teaching week" means the aggregate period of time in the school timetable during which pupils are normally taught.

74.7 Subject to sub-paragraph 8, no teacher employed part-time may be required to carry out duties, other than teaching pupils, outside school sessions on any day that the teacher is normally required to be available for work (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

74.8 Subject to sub-paragraphs 6 and 9, a teacher employed part-time may be required to carry out duties, other than teaching pupils, outside school sessions on any day that 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).

74.9 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 sub-paragraph 8, 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 paragraph 46.

74.10 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

74.11 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.

74.12 The amount of time a teacher spends taking the break referred to in sub-paragraph 11 or travelling to or from their place of work does not count towards the 1265 hours referred to in sub-paragraph 4 or the pro rata equivalent referred to in sub-paragraph 6, as the case may be.

74.13 In addition to the hours a teacher is required to be available for work under sub-paragraph 4 or sub-paragraph 6, 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, those under paragraphs 72.1.1 and 72.1.3.

These duties are deemed to be included in the professional duties which a teacher may be required to perform –

Teaching

72.1 In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned –

72.1.1 planning and preparing courses and lessons;

72.1.3 assessing, recording and reporting on the development, progress and attainment of pupils

74.14 The employer must not determine how many of the additional hours referred to in sub-paragraph 13 must be worked or when these hours must be worked.

Guaranteed planning and preparation time

75.1 A teacher to whom paragraph 74 applies must be allowed, as part of the 1265 hours referred to in paragraph 74.4, or, in the case of a teacher employed part-time, as part of

the pro rata equivalent referred to in paragraph 74.6, reasonable periods of time ("PPA time" to enable the teacher to carry out duties under paragraphs 72.1.1, 72.1.3, 72.3.

75.2 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 in the school timetable to teach pupils).

75.3 PPA time must be provided in units of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.

75.4 Such a teacher must not be required to carry out other duties, including the provision of cover in accordance with paragraph 72.9.2, during the teacher's PPA time.

72.9.2 teachers should be required to cover only rarely, and only in circumstances that are not foreseeable.

Calton Infant School has an agreed Planning, Preparation and Assessment Policy, which should be read alongside this Job Description.

Leadership and Management Time

A teacher with Leadership or Management responsibilities shall be entitled, so far as is reasonably practicable, to an agreed amount of time during the school sessions for the purpose of discharging these responsibilities.

1265 Hours

In this context "Year" means a period of 12 months commencing on 01/09 – the beginning of an academic year.

Pupils attend school for 39 weeks of the year.

Activity	Time commitment	Total
Teaching days – 190 per year x 5 ¼ hours + ½ hour supervision	1092.5 hours	1092.5 hours
In-Service days – 5 x 6 hours	30 hours	1122.5 hours
Open evenings etc 3x 4 hours	12 hours	1134.5 hours
Afternoon appointments 3 x ½ hour	1.5 hours	1136 hours
Staff Briefing meetings 38 x ½ hour	19 hours	1155 hours
Staff meetings 38 x 1 ½ hours	57 hours	1212 hours

This leaves 53 hours for carrying out other duties, for example meeting Parents and Carers, liaison with other staff and outside agencies, participating in Performance Management and working with students and governors.