



JOB DESCRIPTION

Job Title: Upper KS2 Class Teacher – Maternity Cover

Accountability: Head Teacher

To be responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below.

Purpose of the Post

- To teach and undertake duties in accordance with the Teachers' Pay and Conditions as directed by the Head teacher.
- To work with and support the Head teacher in the internal organisation and management of the school, as prescribed by the Head teacher.
- To support the supervision of teaching and non - teaching staff in relation to the conditions of service.
- To take responsibility for the teaching of a class of children within the school.
- To support the Head teacher in maintaining and developing the good name of the school at all times, both internally and externally.

PART XII – Conditions of Employment of Teachers other than Head Teachers

Exercise of general professional duties

71.1 Subject to paragraphs 44.6 and 47.2, a teacher who is not a head teacher shall carry out the professional duties of a teacher as circumstances may require.

71.1.1 If he is employed as a teacher in a school, under the reasonable direction of the head teacher of that school.

71.1.2 If he is employed by an authority on terms under which he is not assigned to any one school, under the reasonable direction of that authority and of the head teacher of any school in which he may for the time being be required to work as a teacher.

71.2 A teacher who has failed satisfactorily to complete an induction period and who is employed pursuant to regulation 18(5) of the Induction Regulations in relation to England or regulation 16(5) of the Induction Regulations in relation to Wales must only carry out such limited teaching duties as the Secretary of State determines pursuant to that regulation Exercise of particular duties

72.1 Subject to paragraph 44.6, 47.2, 47.3, and 71.2 a teacher employed as a teacher (other than a head teacher) in a school shall perform, in accordance with any directions which may reasonably be given to him/her by the head teacher from time to time, such particular duties as may reasonably be assigned to him/her.

72.2 A teacher employed by an authority on terms such as those described in paragraph 71.1.2 shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the authority or by the head teacher of any school in which he may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

Professional duties

Subject to paragraph 44.6, 47.2 and 47.3 the following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform.

1 Teaching:

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 to him/her.

- 1.1 Planning and preparing courses and lessons.
- 1.2 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.
- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

2 Other activities:

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- 2.2 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.
- 2.3 Making records of and reports on the personal and social needs of pupils.
- 2.4 Communicating and consulting with the parents of pupils.
- 2.5 Communicating and co-operating with persons or bodies outside the school; and participating in meetings arranged for any of the purposes described above.

3 Assessments and reports:

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

4 Appraisal:

- 4.1 Participating in arrangements made in accordance with regulations made under section 131 of the Act (85) for the appraisal of his/her performance and that of other teachers.

5 Review, induction, further training and development

- 5.1 Reviewing from time to time his/her methods of teaching programmes of work.
- 5.2 Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- 5.3 In the case of a teacher serving an induction period pursuant to the Induction Regulations participating in arrangements for his/her supervision and training.

a. Educational methods:

Advising and co-operating with the head teacher 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.

b. Discipline, health and safety:

Maintaining good order and discipline among where 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.

c. Staff meetings:

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.

d. Cover:

- i. Subject to paragraph 73.9.2, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.
- ii. Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year.

e. External examinations:

- iii. Participating in arrangements for preparing pupils for external examinations, 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.
- iv. Paragraph 73.10.1 does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation.

f. Management:

- v. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations.

vi. Assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility.

vii. Co-ordinating or managing the work of other staff; and

viii. 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.

g. Administration:

xi. Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

ix. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

x. Paragraph 73.12.1 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 judgment.

xi. Without prejudice to the generality of paragraph 83.12.3 Annex 5 contains a list of tasks falling within the scope of that paragraph.

6. Management Time

6.1 A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

7. Working time

7.1 The provisions of this paragraph shall not apply to deputy head teachers, assistant head teachers, advanced skills teachers, Fast Track teachers or to teachers employed to teach part-time and are subject to paragraphs 44.6, 47.2 and 47.3.

7.2 A teacher employed full-time, other than in the circumstances described in paragraph 75.4, shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach pupils in addition to carry out other duties; and those 195 days shall be specified by his/her employer or, if his/her employer so directs by the head teacher.

- 7.3 Such a teacher shall 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 his/her employer or the head teacher of any school in which he may for the time being be required to work as a teacher) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- 7.4 Paragraph 75.2 does not apply to such a teacher employed wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.
- 7.5 Time spent in travelling to or from the place of work shall not count against the 1265 hours referred to in paragraph 75.3.
- 7.6 Such a teacher shall not be required under his/her contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm.
- 7.7 Such a teacher shall, in addition to the requirements set out in paragraphs 75.2 and 75.3, work such reasonable additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, his/her duties under paragraphs 73.1.1 and 73.1.3. The amount of time required for this purpose beyond the 1265 hours referred to in paragraph 75.3 and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

8. Guaranteed planning and preparation time

- 8.1 A teacher to whom paragraph 75 applies shall be allowed as part of the 1265 hours referred to in paragraph 75.3 reasonable periods of time ("PPA time") to enable him/her to carry out his/her duties under paragraphs 73.1.1 (assessing, recording and reporting on the development, progress and attainment of pupils) and 73.3 (assessments and reports).
- 8.2 PPA time shall amount to not less than 10% of the teacher's timetabled teaching time (and for this purpose "time-tabled teaching time" means the aggregate period of time in the school time-table during which the teacher has been assigned by the head teacher in the school time-table to teacher pupils).
- 8.3 PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.
- 8.4 Such a teacher shall not be required to carry out any other duties, including the provision of cover in accordance with paragraph 73.9, during his/her PPA time.
- 8.5 Paragraphs 76.1 to 76.3 also apply to a classroom teacher who is employed on a part-time basis with the substitution for the reference to 1265 hours in paragraph

76.1 of a reference to that number which as a proportion of 1265 hours equates to the proportion of the school week that the teacher is normally employed.

Miscellaneous

As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Signed Date

Signed Date
Head Teacher



**KIRKLEES METROPOLITAN COUNCIL
EDUCATION SERVICE
PERSONNEL SPECIFICATION**

POST TITLE: KS2 Class Teacher Carlton Junior & Infant School

	CRITERIA	RANK	HOW IDENTIFIED
RELEVANT EXPERIENCE, DELIVERING AND ASSESSING	Experience of teaching a KS2 class.	A	Application form/interview/Letter of Application
	Experience of working in a multicultural environment.	B	Application form/interview/Letter of Application
	Experience of planning and to meet pupil's needs.	A	Application form/interview/Letter of Application
	A demonstrable record of exemplary classroom teaching.	A	Application form/interview/Letter of Application
EDUCATION AND TRAINING	Qualified teacher status.	A	Application form/letter of application
	Recent and relevant training/INSET.	A	Application form/letter of application
GENERAL AND SPECIAL KNOWLEDGE	Ability to raise expectations of children and maintain high standards.	A	Application form/interview/Letter of Application
	Commitment to equal opportunities for pupils and staff.	A	Application form/Letter of application
	Effective interpersonal and communication skills.	A	Application form/interview/Letter of Application
	Knowledge of current education issues and developments.	A	Application form/letter of application
	Clear philosophy of primary education and the ability to translate it into practice.	A	Application form/letter of application

	Ability to teach using a range of teaching styles and techniques. Evidence of good class room management, including positive behaviour strategies.		Interview/Letter of Application
SKILLS AND ATTRIBUTES	Good interpersonal skills.	A	Application form/interview/letter of application
	Ability to motivate and enthuse young learners.	A	Interview
	Ability to work as a member of a team.	A	Application form/letter of application
	Ability to provide a stimulating classroom environment.	A	Application form/letter of application
ADDITIONAL FACTORS	A strong commitment to parental partnership.	A	Application form /letter of application
	Willing to adopt a team approach.	A	Application form /letter of application/interview
	Willingness to contribute to extra curricular activities. Willingness to work with the Governors and LA.	A	Application form /letter of application/interview
	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	A	Application form /letter of application

Note to applicants: You will only be shortlisted from the details in the application form if you meet all the criteria ranked as A. If a large number of applications are received, only those who also meet the criteria ranked B will be shortlisted.