

# COMHAIRLE NAN EILEAN SIAR

## Job Description

<b>DEPARTMENT</b>	Education	<b>POST NUMBER:</b>	
<b>POST TITLE</b>	Teacher of	<b>GRADE:</b>	Teacher
<b>SECTION OR LOCATION</b>	<b>SUBJECT</b>	<b>DATE:</b>	2004
<b>REPORTS TO:</b>	<b>SPECIFIC SCHOOL</b>		
	Head Teacher		
<b>RESPONSIBLE FOR:</b>	All matters relating to the teaching of assigned classes.		

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### Job Purpose

The purpose of this post is to contribute to overall school effectiveness in respect of the following areas:

- (a) Curricular
- (b) Care and welfare
- (c) Collegiate
- (d) Professional development.

### A Outline Duties and Responsibilities

Subject to the policies of the school and the education authority the duties of teachers are to perform such tasks as the headteacher shall direct having reasonable regard to overall teacher workload related to the following categories:

- 1 Teaching assigned classes together with associated preparation and correction.
- 2 Developing the school curriculum.
- 3 Assess, recording and reporting on the work of pupils.
- 4 Preparing pupils for examinations and assisting with the administration of examinations.
- 5 Providing advice and guidance to pupils on issues related to their education.
- 6 Promoting and safeguarding the health, welfare and safety of pupils.
- 7 Working in partnership with parents, support staff and other professionals.
- 8 Undertaking appropriate and agreed continuing professional development.
- 9 Participating in issues related to school planning, raising achievement and individual review.
- 10 Contributing to good order and the wider needs of the school.

### B Key duties associated with job purpose.

Teachers are accountable, through appropriate line managers, to the Headteacher, and in turn to the Director of Education.

Following a process of consultation, each teacher's line manager will determine the particular duties to be carried out. These may vary as required depending on the nature of the school, and the number of teachers in each sector/subject area.

The allocation of duties will have regard to teacher workload and must be capable of being undertaken within contractual time.

KEY AREA	DUTIES
<p><b>Curricular</b></p> <p>All teachers will undertake duties allocated within each school's framework for the delivery of the curriculum, as exemplified.</p>	<ul style="list-style-type: none"> <li>• Teach assigned classes</li> <li>• Maintain classroom discipline and promote positive behaviour</li> <li>• Ensure pupil health and safety</li> <li>• Plan coherent and progressive teaching programmes that match pupils' personal learning needs and abilities</li> <li>• Develop teaching and assessment materials</li> <li>• Set and maintain targets and the pace of work for all pupils</li> <li>• Prepare pupils for internal and external assessments</li> <li>• Participate in/organise the administration of internal and external assessments</li> <li>• Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils</li> <li>• Record, monitor and report on pupil progress</li> <li>• Meet with parents/carers to review pupil progress and ongoing educational needs</li> <li>• Participate in/organise the effective running of sector/curricular area/subject/department</li> <li>• Participate in development planning, evaluation and quality assurance processes.</li> </ul>
<p><b>Care and Welfare</b></p> <p>For assigned classes and, if appropriate, register groups, all teachers will undertake duties allocated within each school's framework for the pastoral care of pupils, as exemplified.</p> <p>Guidance duties in respect of pupils with complex needs and/or who display seriously challenging behaviour will be undertaken by colleagues with particular responsibilities for such pupils.</p>	<ul style="list-style-type: none"> <li>• Provide advice related to care and welfare for allocated pupils</li> <li>• Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils</li> <li>• Communicate with parents/carers, as appropriate</li> <li>• Contribute to the planning and transfer of pupils across transitional stages.</li> </ul>
<p><b>Collegiate</b></p> <p>All teachers will undertake duties of a collegiate nature within the school's framework for collegiate activities, as exemplified. These may be undertaken on an authority/ cluster/ whole school/ stage basis, and in the sector/curricular area/subject/department of each teacher.</p>	<ul style="list-style-type: none"> <li>• Engage in the process of curriculum development in collaboration with colleagues</li> <li>• Work in collaboration with other professionals</li> <li>• Engage in the planning, development and implementation of policies</li> <li>• Participate in the induction of new colleagues.</li> </ul>

<p><b>Professional Development</b></p> <p>All teachers will undertake professional learning and development within the school's development framework and as agreed with the Headteacher or designated line manager.</p>	<ul style="list-style-type: none"><li>• Fulfil contractual obligations in relation to continuing professional development.</li><li>• Participate in the annual professional development and review process.</li><li>• Undertake appropriate and agreed continuing professional development.</li></ul>
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**C General responsibilities**

- 1 Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.
- 2 Ensuring that you comply with the Council's Non-Smoking at Work Policy.
- 3 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

CDD32203

# COMHAIRLE NAN EILEAN SIAR

## Job Description

<b>DEPARTMENT</b>	Education	<b>POST NUMBER:</b>	
<b>POST TITLE</b>	Principal Teacher (Curriculum/Pastoral : designation to be inserted related to specific post)	<b>GRADE:</b>	Principal Teacher
<b>SECTION OR LOCATION REPORTS TO:</b>	<b>Specific School</b> Head Teacher	<b>DATE:</b>	2004
<b>RESPONSIBLE FOR:</b>	Key duties allocated in line with job purpose, and duties associated with the teaching of assigned classes.		

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### Job Purpose

The purpose of this post is to contribute to overall school effectiveness in respect of the following areas:

- (a) The leadership, good management and strategic direction of colleagues.
- (b) Curriculum Development and Quality Assurance
- (c) Whole school policy and implementation
- (d) Working with partners.

The purpose of this post is to perform such tasks as the head teacher shall direct, having reasonable regard to overall workload, in relation to the duties and responsibilities listed below, as appropriate to the management structure of the school. The post also carries a class teaching commitment in the postholder's specialist subject.

### A Outline of Principal Teacher duties

A more detailed description of duties, based on this outline, is given in section D

- 1 Responsibility for the leadership, good management and strategic direction of colleagues.
- 2 Curriculum development and quality assurance.
- 3 Contributing to the development of school policy in relation to the behaviour management of pupils.
- 4 The management and guidance of colleagues.
- 5 Reviewing the CPD needs, career development and performance of colleagues.
- 6 The provision of advice, support and guidance to colleagues.
- 7 Responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- 8 The development of school policy for the behaviour management of pupils.
- 9 Assisting in the management, deployment and development of pastoral care staff.
- 10 Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- 11 Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

## **B Outline of Teaching duties**

**Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Headteacher shall direct having reasonable regard to overall teacher workload related to the following categories:**

- 1 Teaching assigned classes together with associated preparation and correction.
- 2 Developing the school curriculum.
- 3 Assessing, recording and reporting on the work of pupils.
- 4 Preparing pupils for examinations and assisting with their administration.
- 5 Providing advice and guidance to pupils on issues related to their education.
- 6 Promoting and safeguarding the health, welfare and safety of pupils.
- 7 Working in partnership with parents, support staff and other professionals.
- 8 Undertaking appropriate and agreed continuing professional development.
- 9 Participating in issues related to school planning, raising achievement and individual review.
- 10 Contributing towards good order and the wider needs of the school.

## **C General responsibilities**

- 1 Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.
- 2 Ensuring that you comply with the Council's Non-Smoking at Work Policy.
- 3 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

**D Key duties associated with job purpose.**

Principal Teachers are accountable, through appropriate line managers, to the Headteacher, and in turn to the Director of Education.

In consultation with the Education Department, and taking account of local and national policies and priorities, the headteacher will determine the key areas of responsibility and management duties for the post. These will be subject to review, as required. Any change in duties will follow a consultation process with the individual postholder. The allocation of duties will have regard to teacher workload and must be capable of being undertaken within contractual time.

For each key area principal teachers will carry out the duties indicated, **within their area of responsibility.**

KEY AREA	DUTIES
Leadership, management and strategic direction of colleagues	<ul style="list-style-type: none"> <li>• Have direct line management responsibility for allocated staff;</li> <li>• Review CPD needs as part of Professional Review and Development, career development, welfare and performance of colleagues.</li> <li>• Manage delegated budgets;</li> <li>• Assume appropriate responsibility for health and safety;</li> <li>• Contribute to the selection and recruitment of staff;</li> <li>• Participate in discipline and grievance procedures for staff.</li> </ul>
Curriculum development and quality assurance.	<ul style="list-style-type: none"> <li>• Manage the development of the curriculum;</li> <li>• Monitor and evaluate learning and teaching;</li> <li>• Contribute to the management of the process of school development planning;</li> <li>• Implement and evaluate quality assurance procedures;</li> <li>• Contribute to the process of Standards and Quality reporting.</li> </ul>
Whole school policy and implementation	<ul style="list-style-type: none"> <li>• Develop, manage and implement policy on Learning and Teaching;</li> <li>• Develop, manage and implement policy on pupil assessment and attainment;</li> <li>• Develop, manage and implement policy on pastoral care, pupil welfare and support;</li> <li>• Develop, manage and implement policy on behaviour management.</li> </ul>
Working with partners	<ul style="list-style-type: none"> <li>• Lead and/or work with colleagues in same establishment</li> <li>• Work with colleagues from other establishments and agencies</li> <li>• Work with parents and carers</li> <li>• Work with the wider community.</li> </ul>

Guidance to Head Teachers

**Exemplification of Register Teacher duties.**

**Schools may use this as a basis for discussion in deciding on duties relevant to their own curricular/care and welfare framework**

Pastoral area	Theme	Related Tasks
Personal Support	Attendance and punctuality	<ul style="list-style-type: none"> <li>• Complete registration procedures.</li> <li>• Monitor attendance and punctuality of pupils</li> <li>• Collect and monitor absence notes.</li> <li>• Contact parents/carers, in line with specific school policy</li> <li>• Alert line manager/PT in cases of concern</li> </ul>
	Health and personal welfare	<ul style="list-style-type: none"> <li>• Communicate with support staff/PT/school management regarding areas of concern relating to the health and personal welfare of pupils.</li> <li>• Be aware of duties and responsibilities regarding child protection issues.</li> </ul>
Curriculum	Curriculum and timetable	<ul style="list-style-type: none"> <li>• Issue timetable information to pupils.</li> <li>• Provide information on examination timetables.</li> <li>• Provide information on specific matters in school calendar.</li> </ul>
	Learning and Teaching	<ul style="list-style-type: none"> <li>• Encourage the use of homework planners.</li> <li>• Monitor the use of homework planners.</li> <li>• Encourage attitudes to promote the raising of attainment.</li> <li>• Offer advice on assessment, study skills and examination preparation.</li> </ul>
School ethos	Positive Behaviour and Citizenship	<ul style="list-style-type: none"> <li>• Promote and implement the school's positive behaviour policy.</li> <li>• Promote good citizenship in relation to respect for self and others, self-discipline, honesty, reliability, responsibility.</li> <li>• Promote the school dress code policy.</li> <li>• Assist with the distribution of communications with parents/carers.</li> <li>• Promote participation in school initiatives and activities.</li> </ul>
	Achievement	<ul style="list-style-type: none"> <li>• Take an interest in the achievements of pupils.</li> <li>• Encourage pupils to increase achievements or maintain high levels of achievement.</li> <li>• Ensure that information on notable achievement is passed to senior management.</li> </ul>
	Health and safety	<ul style="list-style-type: none"> <li>• Promote and implement the school's Health and Safety policy.</li> </ul>