

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

JOB DESCRIPTION

Post Title:	Teachers other than Headteachers
Responsible to:	Headteacher
Responsible for:	The provision of the professional duties of a teacher as circumstances require.

Main Responsibilities

As laid down in the School Teachers' Pay and Conditions Document 1999 including:-

1. TEACHING

- 1.1 To teach pupils with regards to the curriculum for the school
- 1.2 To plan and prepare courses and lessons
- 1.3 To teach pupils according to their educational needs, including the setting and marking of work.
- 1.4 To assess, record and report on the development, progress and attainment of pupils.

2. OTHER ACTIVITIES

- 2.1 To promote the general progress and well being of individual pupils or class or group of pupils.
- 2.2 To provide guidance and advice to pupils on educational and social matters.
- 2.3 To make records and reports on the personal and social needs of pupils.
- 2.4 To communicate and consult with parents
- 2.5 To communicate and co-operate with persons or bodies outside the school
- 2.6 To participate in meetings arranged for any of the purposes described above.

3. ASSESSMENTS & REPORTS

- 3.1 To provide or contribute to oral and written assessments, reports and references.

4. APPRAISAL

4.1 To participate in arrangements made in accordance with the Education (School Teachers Appraisal) Regulations 1991.

5. **FURTHER TRAINING & DEVELOPMENT**

5.1 To review methods of teaching and programmes of work.

5.2 To participate in arrangements for further training and professional development as a teacher.

6. **EDUCATIONAL METHODS**

6.1 To assist with the preparation and development of courses of study, teaching materials, teaching programmes, methods.

7. **DISCIPLINE, HEALTH & SAFETY**

7.1 To maintain good order and discipline among the pupils and safeguard their health and safety.

8. **STAFF MEETINGS**

8.1 To participate in meetings at the school relating to the curriculum, administration and organisation of the school

9. **COVER**

9.1 To supervise and teach pupils where a teacher is not available to teach them.

10. **PUBLIC EXAMINATIONS**

10.1 To prepare pupils for examination.

11. **MANAGEMENT**

11.1 To contribute to the selection for appointment and professional development of teaching and non teaching staff, including the induction and assessment of new and probationary teachers.

11.2 To co-ordinate or manage the work of other teachers

11.3 To take part in review, development and management activities relating to the curriculum, organisation and pastoral functions of the school.

12. **ADMINISTRATION**

- 12.1 To participate in administrative and organisational tasks including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- 12.2 To attend assemblies, registering the attendance of pupils and supervising pupils.

The responsibilities and duties listed have been summarised from the School Teachers Pay and Conditions Document 1999, Part XII - Conditions of Employment Teachers other than Headteachers. This document should be consulted for the full range of duties and responsibilities of a Teacher other than a Headteacher

JD/TEACHERS

CLASS TEACHER

PERSON SPECIFICATION

Job Title: Teacher

Salary: MPS

Introduction

The Purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable**. If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

<u>SKILLS/ATTRIBUTES</u>	<u>ESSENTIAL OR DESIRABLE</u>	<u>EVALUATION METHOD</u>
<u>Education and Training</u> Qualified Teacher Status.	ESSENTIAL	Application Form/ Interview
<u>Skills/Abilities</u> Excellent organisational skills.	DESIRABLE	Application Form/ Interview
Excellent communication skills.	DESIRABLE	Application Form/ Interview
Ability to work collaboratively and follow agreed procedures.	ESSENTIAL	Application Form/ Interview
Ability to motivate pupils and maintain good discipline.	ESSENTIAL	Application Form/ Interview
Ability to analyse the needs of pupils.	ESSENTIAL	Application Form/ Interview
Possess the ability to be flexible.	ESSENTIAL	Application Form/ Interview
Working knowledge of ICT.	DESIRABLE	Application Form/ Interview
Commitment to future professional development.	DESIRABLE	Application Form/ Interview
Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level.	ESSENTIAL	Application Form/ Interview
Welsh Language Level 2-level 5. For detail on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.	DESIRABLE	Application Form/ Interview
<u>Other Requirements</u> Commitment to providing equal	ESSENTIAL	Application Form/

opportunities.		Interview
----------------	--	-----------