

# GATESHEAD COUNCIL

**School:** Lingey House Primary School

<b>Post No:</b>	<b>Job Title: Teacher</b>
<b>Job Purpose:</b>	
<b>Reporting to:</b>	Senior Management Team
<b>Responsible for:</b>	
<b>Salary/Grade:</b>	
<b>Main (Core) Duties</b>	
<b>Professional Duties</b>	<ul style="list-style-type: none"> <li>• to plan and prepare courses and lessons</li> <li>• to teach pupils who are assigned to you according to their educational needs. This will include setting and marking of work to be carried out by the pupil, in school or elsewhere</li> <li>• to assess, record and report on the development, progress and attainment of pupils</li> <li>• to look after the general progress and well-being of individual pupils and of any class or group of pupils assigned to you</li> <li>• to maintain records of and reports on the personal and social needs of pupils</li> <li>• to communicate and consult with parents</li> <li>• to communicate and consult with relevant outside agencies</li> <li>• to participate in meetings arranged for any of the purposes outlined above</li> <li>• to write references on individuals or groups of pupils</li> <li>• to ensure effective communication and promote excellent working relationships</li> </ul>
<b>Performance Management</b>	To participate as a teacher/'jobholder' in accordance with the statutory regulations on 'Performance Management in Schools', ref DfES 0051/2000.
<b>Educational Methods</b>	To advise and co-operate with the Head Teacher and Senior Management Team plus colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, teaching methods plus assessment and pastoral arrangements.

<b>Discipline, Health and Safety</b>	To support whole school policies for maintaining good order and discipline taking into consideration health and safety issues during authorised activities and off the school site.
<b>Staff/Curriculum Meetings</b>	To participate in meetings in and out of school relating to curriculum/administration/organisation of the school including pastoral matters.
<b>Cover</b>	To supervise and teach any pupils as far as is practicable whose teacher is not accessible for them for the first three consecutive working days. You may be required to cover for longer than three days if the Governing Body has been unable to secure supply cover having made a reasonable attempt to do so.
<b>Examinations</b>	You will participate, as required, to prepare pupils for the end of Key Stage SATs and for end of year non-statutory testing.
<b>Management</b>	You will actively support the partnership contract (circular 14/93) in the preparing of student teachers for qualified professional status. As a team member you will support colleagues in their professional duties. The teaching position includes taking and attending assemblies, registering the attendance of pupils and supervising pupils, on a rota basis, during mid-session breaks. You are expected to be available for consultation ten minutes before school starts, ie from 8.50 and twenty minutes after school ends, ie until 3.35pm.
<b>Post Threshold Teachers</b>	<p><b>UPS1</b> Teachers consistently meet all the threshold standards in their day-to-day work. Teachers demonstrate that they take responsibility for their professional development and use the outcomes to improve their teaching and pupils' learning. Teachers demonstrate that they make an active contribution to the policies and aspirations of the school.</p> <p><b>UPS2</b> Teachers demonstrate that they are building on the work of UPS1. Their achievements and their contribution to the life of the school is substantial and sustained.</p>

	<p><b>UPS3</b>  Teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.</p>
<p><b>Working Time</b></p>	<p>You are available for 195 days of the year, of which 190 days will be to teach pupils plus other duties. During these 195 days there will be 1,265 hours directed by the Head Teacher. These hours are to be timed and place, in terms of site, by the Head Teacher. 10% non-contact time will be provided for planning, preparation and assessment within the timetabled school day.</p>
	<p>You will not be directed to undertake midday supervision and you be entitled to a midday break between school sessions or between 12 noon and 2pm. You will also work additional hours, where necessary, to discharge effectively your professional duties, especially marking of pupils' work, writing pupils' reports, and preparing lessons, teaching materials an detaching programmes. The time required is dependent upon the work required to enable you to discharge your duties.</p>