

 <p>St Christopher Primary School</p>	<p>Job Title: Teacher Grade: MPS/UPS Responsibility for: Class Teacher Directorate: Coventry City Council Service: Primary Schools Location: St Christopher Primary School Post Number: Duration:</p>	
<p>Responsible to Phase Leader/ Headteacher</p>	<p>Signed</p>	<p>Last updated 2022</p>
<p>All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. (STPCD) This details the professional and particular duties required of teachers, together with the requirements for Management time, working time and guaranteed PPA. The school complies with these requirements in order to make reasonable demands of teachers.</p>		
<p>Reference will also be made to the National Professional Standards for Teachers, which articulates the expectations of teachers at different stages in their career.</p>		
<p>Additionally, STPCD requires teachers to be involved in</p> <ul style="list-style-type: none"> • Advising and co-operating with the Head Teacher and other teachers on preparation and development of course study, teaching materials, teaching programmes, methods of teaching assessment and pastoral arrangements • Taking any such part as may be required in the review, development and management of activities relating to the curriculum. Organisation and pastoral functions of the school • Co-ordinating or managing the work of other staff. 		
<p>Main scale teachers will therefore be asked to collaborate in the development of teaching standards and improvement work in specified subject(s) or areas.</p>		
<p>Overtime this might reasonably include:</p> <ul style="list-style-type: none"> • Reviewing and developing the policy in a subject/area. • Monitoring and evaluating the quality of planning in the subject/area by other teachers. • Observing teaching in the subjects/area in order to evaluate the strengths and areas for development or the impact of school improvement work. • Evaluating relevant assessment information for individuals, groups or cohorts. • Suggesting issues in the subject/area for further development. • Providing advice and supporting staff in the subject/area • Reporting on the progress, achievement and standards in the subject/area to staff, governors and parents • Arranging and promoting relevant activities to promote pupil's enthusiasm and interest. 		

The post holder must comply with Coventry City Council policies. In particular the Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately
- To follow the Code of Conduct

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Curriculum area TBC

Responsible to: Head Teacher

Date Reviewed: April 2024