

## ROLE OF TEACHER

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

### **A) Professional Duties**

- i. All teachers are responsible for the welfare of children in their care.
- ii. The class teacher is expected to carry out professional duties under the reasonable direction of the Head, as follows:
- iii. Planning and preparing courses and lessons.
- iv. Teaching, according to their educational needs, the pupils assigned to him or her, including the setting and marking of work.
- v. Assessing, recording and reporting on the development, progress and attainment of pupils.
- vi. Ensuring that the needs of individual children are met by reading current records and providing differentiation within lessons as required. To implement Individual Education Plans and to keep parents and the SENCO (or Head) fully informed of the child's progress.

### **B) Other Activities**

- i. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him or her.
- ii. Providing a role model for students.
- iii. 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.
- iv. Making records of and reports on the personal and social needs of pupils.
- v. Communicating and co-operating with persons or bodies outside St Edmund's.
- vi. Participating in meetings arranged for any of the purposes described above.

### **C) Assessments and Reports**

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

### **D) Review, Induction, Further Training and Development**

- ii. Reviewing from time to time his or her methods of teaching and programmes of work.
- iii. Participating in arrangements for his or her further training and professional development.
- iv. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his or her supervision and training.

### **E) Educational Methods**

- i. Advising and co-operating with the Head and other teachers (or any one or more of them) in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

- F) Discipline, Health and Safety**
- i. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on St Edmund's premises and when they are engaged in authorised school activities elsewhere.
- G) Staff Meetings**
- i. Participating in briefings and staff meetings at St Edmund's which relate to the curriculum for St Edmund's or the administration or organisation of St Edmund's, including pastoral arrangements.
- H) Cover**
- i. Supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them.
- I) Public Examinations**
- i. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments and participating in arrangements for pupils' presentation for and supervision during such examinations.
- J) Management**
- i. As required, contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations and assisting the Head in carrying out threshold assessments of other teachers.
- K) Co-ordinating or Managing the work of other Teachers.**
- i. As required taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of St Edmund's.
- L) Administration**
- i. Participating in administration and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in St Edmund's and the ordering and allocation of equipment and materials.
  - ii. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

The following DFE documentation, Teachers Standards (2011), define the role of teacher.