

## **Job Description / Professional Duties**

The following duties shall be deemed to be included in the professional duties which a teacher employed by the Frontier Learning Trust may be required to perform. This job description should be read in association with pp. 10-14 of the Teachers' Standards which came into operation in September 2012, available at this [link](#).

### **1. Teaching**

Planning and preparing courses and lessons.

Teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student onsite and elsewhere.

Assessing, recording and reporting on the development, progress and attainment of students in each case having regard to the curriculum within the Trust.

### **2. Other Activities**

- a) Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- b) Creating and sustaining a learning environment in which the safety and welfare of young people is paramount. Having sound knowledge of basic safeguarding and confidentiality boundaries.
- c) Providing guidance and advice to students 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.
- d) Making records of and reports on the personal and social needs of students.
- e) Communicating and consulting with the parents of students.
- f) Communicating and co-operating with persons or bodies outside the Trust.
- g) Participating in meetings arranged for any of the purposes described above.

### **3. Assessment and Reports**

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

### **4. Appraisal and Staff Development**

- a) Participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the Trust Principal by Article 3(2)(c) of the Trust's Articles of Government.
- b) Reviewing from time to time your methods of teaching and programmes of work.
- c) Participating in arrangements for your further training and professional development.

**5. Educational Methods**

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

**6. Discipline, Health and Safety**

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the Trust's premises and when they are engaged in authorised Trust activities elsewhere.

**7. Safeguarding**

Commitment to safeguarding the interests and needs of young people. Receiving mandatory child protection training and internal induction training on safeguarding policy and procedures and adopting regular updates.

**8. Staff Meetings**

Participating in meetings onsite which relate to the curriculum for the Trust or the administration or organisation of the Trust, including pastoral arrangements.

**9. Cover**

Supervising and so far as practicable teaching any students whose teacher is not available to teach them:

Provided that no teacher shall be required to provide such cover:

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days;
- (b) or where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the Trust for two or more working days before the absence commenced unless,
  - (i) She/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher')
  - (ii) Or  
The Trust has exhausted all reasonable means of providing a supply teacher to provide cover without success,
  - (iii) Or  
She/he is a full-time teacher with the Trust but has been assigned by the Principal in the timetable to teach or carry out other specified duties (Except cover) for less than 75 per cent of those hours in the week during which students are taught at the Trust's site.

**10. Public Examinations**

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

**11. Management**

Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers; co-ordinating or managing the work of other staff; taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Trust.

**12. Administration**

- (a)** 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 within the Trust and the ordering and allocation of equipment and materials.
- (b)** Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Trust sessions.