THE HIGHLAND COUNCIL – EDUCATION & LEARNING SERVICE

JOB SPECIFICATION

Post	Secondary Teacher
Salary	Teachers Main Grade Scale
Responsible to	Head Teacher or delegated person
Duties of the post	The duties of a Teacher are drawn from the outline duties for Teacher set out in SNCT Handbook
Basic Function	**Within the duties of the post the post holder will:** 1. Teach assigned classes together with associated preparation and correction. 2. Promote and safeguard the health, welfare and safety of pupils. 3. Provide advice guidance to pupils on issues related to their education. 4. Contribute towards good order and the wider needs of the school.
Curriculum development and CPD	**Within the duties of the post the post holder will:** 1. Develop the school curriculum. 2. Participate in issues related to school planning, raising achievement and individual review. 3. Undertake appropriate and agreed continuing professional development
Assessment & Recording of Pupils Work	**Within the duties of the post the post holder will:** 1. Assess, record and report on the work of pupils. 2. Prepare pupils for examinations and assist with their administration.
Working with partners	**Within the duties of the post the post holder will:** 1. Work in partnership with parents, support staff and other professionals. 2. Work in a collegiate way with colleagues.
Allocation of duties	Teachers will work under the direction of the Head Teacher or delegated person in accordance with the policies of the school and the Education Authority. The Head Teacher will determine, from the above sections, specific areas of responsibility and duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence. As a result of such variations, it may be necessary to update this job specification from time to time. If, following consultation and discussion with the Head Teacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's grievance procedures.
Other duties	In addition, Teachers have a duty to carry out other such tasks and responsibilities as designated by the Head Teacher within the terms of reference of contents within SNCT Handbook. All duties must be capable of being undertaken within contractual time, having regard to workload.
Date	March 2014

PERSON SPECIFICATION

POST: Teacher	SERVICE: EDUCATION
ATTRIBUTES	**ESSENTIAL**
EDUCATION AND QUALIFICATIONS	Achieved the GTC Standard for Full Registration
SKILLS/ATTRIBUTES GENERAL	Ability to work on own initiative. Adaptability and willingness to learn and to be fully involved in the school. Effective time management and organisational skills. Ability to respect confidentiality. Good time keeping.
SKILLS/ABILITITES SPECIFIC TO THE POST	Good communication skills with children, parents and colleagues. Ability to respond calmly and efficiently in any situation. Tolerance and good self-control. Ability to work as a team member. Knowledge and experience of use of ICT in the classroom.
INTERPERSONAL AND SOCIAL SKILLS	Ability to relate easily to adults and children in demanding situations. Able to motivate and encourage pupils.