

JOB DESCRIPTION

Job Title: Teacher (Unpromoted)		Ref No:	JE Ref:
Department: Education & Learning	Band: Unpromoted Teacher	Location:	
Responsible To:	Headteacher		
Responsible For:			
Job Purpose:			
Main Responsibilities:	Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Headteacher shall direct having reasonable regard to overall teacher workload related to the following categories:- (a) teaching assigned classes together with associated preparation and correction; (b) developing the school curriculum; (c) assessing, recording and reporting on the work of pupils; (d) preparing pupils for examinations and assisting with their administration; (e) providing advice and guidance to pupils on issues related to their education; (f) promoting and safeguarding the health, welfare and safety of pupils; (g) working in partnership with parents, support staff and other professionals; (h) undertaking appropriate and agreed continuing professional development; (i) participating in issues related to school planning, raising achievement and individual review; (j) contributing towards good order and the wider needs of the school.		
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance in accordance with the General Teaching Council for Scotland's (GTCS) Professional Standards. • To engage with the requirements of the Professional Review and Development (PRD) requirements for teachers. • To manage your own performance and staff (where appropriate) in compliance with all Codes, Regulations and procedures including the GTCS Code of Conduct and Health and Safety requirements. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities.		
Prepared by:	Schools' Resources Team		Date: 2022