

## **TERMS AND CONDITIONS OF EMPLOYMENT OF A TEACHER**

### **1. Exercise of general professional duties**

A teacher who is not a principal shall carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the principal of the school.

### **2. Exercise of particular duties**

A teacher employed as a teacher (other than a principal) in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the principal from time to time, such particular duties as may reasonably be assigned to him/her.

### **3. Professional duties**

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

1. (i) planning and preparing courses and lessons;  
(ii) teaching, according to their education needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;  
assessing, recording and reporting on the development, progress and attainment of pupils;
2. (i) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;  
(ii) providing guidance and advice to pupils on education 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;  
(iii) making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;  
(iv) communicating and consulting with the parents of pupils;  
(v) communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and, in the case of a controlled school, the Board of Governors;
- (vi) participating in meetings arranged for any of the purposes described above;
3. providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
4. participating, if required, in any scheme of staff development and performance review;
5. (i) reviewing from time to time his/her methods of teaching and programmes of work;  
(ii) participating in arrangements for his/her further training and professional development as a teacher;

6. 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;
7. maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
8. participating in meetings at the school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements;
9. supervising and teaching any pupils whose teacher is not available provided that:
  - (i) in schools with an average daily enrolment of 222 pupils or less, in primary 1 and primary 2 classes in schools with an average daily enrolment greater than 222 pupils, and in nursery classes in primary schools a teacher other than a supply teacher shall not be required to provide such cover;
  - (ii) in schools with an average daily enrolment greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher, other than a teacher of a primary 1 or primary 2 class or of a nursery class in a primary school, is absent or otherwise not available, or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance;
10. 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;
11. contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;
  - (i) co-ordinating or managing the work of other teachers;
  - (ii) taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
12. (i) participating in administrative and organisational tasks related to such duties as are described above, including the management of supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;
- (ii) subject to the provisions of Article 22 of the Order, attending assemblies;
- (iii) registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.