



Area of Responsibility	Principle Accountabilities
3. Management of resources and human resources	<ul style="list-style-type: none"> <li>• To assist in the development and production of schemes of work and teaching resources within the curriculum area</li> <li>• To contribute to the process of ordering and allocation and maintenance of physical resources</li> <li>• Contributing to the selection for appointment and professional development of other teachers and support staff; including the induction and assessment of new teachers and teachers serving induction periods</li> <li>• Coordinating or managing the work of other staff</li> </ul>
4. Appraisal, Professional development and Quality Assurance	<ul style="list-style-type: none"> <li>• To participate in arrangements made in accordance with regulations for the appraisal of performance and that of other teachers in the context of the school Appraisal Policy</li> <li>• To participate in arrangements for further training and professional development as a teacher including undertaking training which aims to meet needs identified in appraisal objectives or statements</li> <li>• In the case of a teacher serving an induction period pursuant to the induction regulations, participating in arrangements for supervision and training</li> <li>• To assist in implementing, and to adhere to school quality procedures</li> </ul>
5. Other Professional Duties	<ul style="list-style-type: none"> <li>• Participating in meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements</li> <li>• Supervising and so far as practicable teaching any students whose teacher is not available to them following the school policy for staff absence</li> <li>• Participating in arrangements for preparing students for public examinations, in assessing students for the purpose of such examinations and recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations</li> <li>• Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school</li> <li>• Attending assemblies, registering the attendance of pupils and supervising pupils, whether the duties are to be performed before, during or after school sessions</li> <li>• To undertake any other duties outlined in the STPC document not mentioned above</li> </ul>

## UPS Teachers

UPS teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider whole school team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning. Their contribution to the school should be substantial and sustained.

UPS teachers maintain successful performance reviews as prescribed by the appraisal regulations including:

- Performance objectives
- Classroom observation
- Other evidence including documentation relating to the planning of courses/units/schemes of work, student target setting and the implementation of the full range of school policies

UPS teachers continue to meet threshold standards and show evidence for growing professionally by developing their teaching expertise post threshold.

In addition, the school has adopted a set of descriptors of professional expertise, responsibility and accountability which applies to all UPS teachers at the school as set out in the school's Appraisal and Pay Policies.

**To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.**

#### **General Information:**

- The roles and responsibilities of post holders will be reviewed periodically and form part of the agreed framework of appraisal. The tasks and targets which arise from the role will be monitored and amended in the light of the changing needs of the school in order to provide further opportunities for the professional development of colleagues.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- Beverley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment