



THE CITY OF EDINBURGH COUNCIL

**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children and Families
SECTION: Schools & Community Services
POST: Teacher
RESPONSIBLE TO: Head Teacher

MAJOR TASKS/JOB ACTIVITIES:

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 Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:-

Teaching assigned classes together with associated preparation and correction.

Developing the school curriculum.

Assessing, recording and reporting on the work of pupils.

Preparing pupils for examinations and assisting with their administration.

Providing advice and guidance to pupils on issues related to their education.

Promoting and safeguarding the health, welfare and safety of pupils.

Working in partnership with parents, support staff and other professionals.

Undertaking appropriate and agreed continuing professional development.

Participating in issues related to school planning, raising achievement and individual review.

Contributing towards good order and the wider needs of the school.

Outline of duties is taken from Annex B; 'Outline of Teacher Duties'.

ADDITIONAL INFORMATION / CONDITIONS:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

Teachers are responsible for seeking approval of the Bishop of a Diocese for appointment to any post in a Catholic School in that area. For details on how to seek approval please go to <http://www.sces.uk.com/pages/approval.html>

LEAVE:

In accordance with the Teachers Conditions of Service the City of Edinburgh Council applies the provisions set out in the Handbook to calculate leave entitlement for anyone joining the Council after the start of the academic year. This calculation will reflect the pro-rated leave entitlement to the end of the academic year.

For permanent teachers and instructors this will then be converted into the monetary value and an adjustment made to your salary will be averaged over the remaining academic salary pay periods. This amount will be notified to the successful candidate in their Statement of Particulars.

For temporary teachers and instructors the recalculation of leave will be carried out at the end of your temporary contract and any adjustment will be made to your final salary.

A similar recalculation of leave will also be made if you change your hours at any time after the start of the academic year.

EMPLOYEE SPECIFICATION:

Council Core Competencies:

These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making
These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity

Teacher	Essential	Desirable
Experience	Successful experience of teaching at nursery, primary or secondary level Experience of working as a member of a team Successful implementation of national curriculum guidelines	Experience of using national assessments and other forms of testing Experience of liaising with support/ multi-disciplinary agencies Previous experience of contributing to the development and implementation of school policy

Knowledge, Skills and Understanding	<p>Knowledge of current National & Local Authority Guidelines to Nursery, Primary, Special or Secondary Education</p> <p>Strong communication skills, with the ability to communicate and establish good relationships with adults & pupils</p> <p>Ability to deliver effective assessment and reporting systems</p> <p>Use of ICT skills</p>	Evidence of core professional skills having been further developed
Qualifications and Training	Appointment subject to current GTCS Registration	
Job Specific Requirements	<p>Ability to organise, plan and deliver an effective and stimulating educational curriculum</p> <p>Ability to implement positive behaviour and inclusive policy</p> <p>Ability to identify children's needs and provide an appropriately differentiated curriculum</p> <p>Capacity to self-evaluate</p>	<p>Ability to deal effectively with more challenging situations involving pupils, parents or other members of staff</p> <p>Commitment to raising pupil self esteem</p> <p>Capacity to initiate improved professional performance</p>
Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		