

WEST MOORS MIDDLE SCHOOL JOB DESCRIPTION

Post: Main Scale Teacher

Responsible to: Appraiser/Headteacher

Core Purpose:

To provide an education for the pupils of West Moors Middle School in line with relevant school policies. This includes two key areas of responsibility:

- teaching and learning, including managing teaching assistants allocated to your classes/pupils
- providing pastoral care for a tutor group

The teacher will work within the framework of:

- DfE Teaching Standards
- school policies and guidelines related to the curriculum, code of conduct, teaching, learning and assessment, and to race and gender equality.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

In order to carry out these responsibilities the post holder will undertake the following tasks.

Teaching Duties and Responsibilities

- teach lessons as defined in the school's timetable and in line with the principles outlined in relevant school policies
- medium- and short-term planning for subjects taught. Where possible, medium-term planning should involve teams of teachers (e.g. in a year or subject team) working together to ensure coherence and curriculum continuity. Short-term planning should be recorded in a format that can be monitored by relevant staff to ensure equality of delivery and entitlement for all pupils.
- prepare materials and resources to support effective teaching
- liaise with TAs and other support adults to enhance learning opportunities;
- set and mark homework for pupils where appropriate
- assess pupils work in line with the school's assessment and marking policies, in particular the identification of achievements and targets
- attend staff meetings and other team meetings as identified in the school's termly / yearly calendar
- monitor, assess and evaluate the progress of each child taught, including the arrangements for national statutory assessments
- set challenging but attainable targets for individual pupils and cohorts of pupils built on prior attainment;
- make appropriate provision for children who may have special needs (academic, social, physical, behavioural) and devising IEPs which address their needs in consultation appropriate colleagues (e.g. SENDCo, Deputy Head, TAs)
- provide information about pupils when required by appropriate agencies as needed
- communicate and consult with the parents of children that you are assigned to teach, through an annual report, thrice-yearly consultations and incidental enquiries
- guide TAs in presenting and maintaining displays to support pupils' learning

Administrative and Organisational Responsibilities (Form Tutor)

- mark of class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not

- deal with other requests for information about children in the tutor group as required
- keep up-to-date pupil records (including information slips) for each pupil in the tutor group.
- contribute to reports to parents, outside agencies and the like, in consultation with colleagues
- attend relevant pastoral meetings
- escort the classes to, and take part in, assemblies subject to the right of teachers to decline to participate in the act of collective worship on the grounds of their religious convictions

Administrative and Organisational Responsibilities (Whole School Matters)

- take all reasonable steps to maintain good order and discipline amongst pupils and safeguarding their health and safety, both when they are on school premises and when they are engaged in authorised school activities elsewhere
- share in the social, moral and emotional development of all the children in the school
- support school policies on pupil behaviour and attendance including personal appearance and uniform;
- develop and maintain good relationships with parents and working to promote a positive image of our school in the community;
- participate in any arrangements within the agreed framework for appraisal
- provide teaching cover in accordance with the limits defined by the National Agreement on Remodelling the Workforce (Rarely Cover Arrangements)
- taking part in arrangements for your continuing professional development– e.g. through INSET, support from LA/TSA Consultants or colleagues;
- liaise with partner schools to support the transfer of student information and pyramid initiatives
- support the supervision of children at break times and at the start and end of the day in accordance with the school's duty rota
- support the training of student teachers in line with the school's policy

Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- members of the LA support and advisory services
- Teaching School SLEs
- parents, governors and the local community

Other responsibilities

- undertake any other duties that the head teacher may from time-to-time ask the post-holder to perform

West Moors Middle School