

JOB DESCRIPTION

Post Title: Teacher	Director/Service/Sector: Children's Services		Office Use
Grade: Main / Upper Pay scale	Workplace: BERWICK MIDDLE SCHOOL		JE ref:
Responsible to: Head teacher / Assistant Head teacher	Date:		HRMS ref:
Responsible for:			
Job Purpose: You are required to carry out duties in accordance with the provision of the current School teachers Pay and Conditions Document and within the range of duties set out in that document. The post holder is also required to work towards the achievement of the agreed aims of the school. You are required to carry out such particular duties from the document which the Head Teacher may reasonably direct from time to time.			
Resources	Staff		
	Finance		
	Physical	School and Classroom Resources	
	Clients	Internal (Teachers, Other Staff, Groups of Children/Whole Class interventions) External (Parents/Carers, External Professionals)	
Duties and key result areas:			
General			
<ul style="list-style-type: none"> • To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. • To carry out teaching duties in accordance with the school's schemes of work and the National Curriculum. 			
Specific Responsibilities			
<ul style="list-style-type: none"> • To contribute to the overall development of the school and its whole curriculum by the appropriate supervision of pupils and support to all colleagues. • To work as an active phase/subject team member and implement agreed whole school policies to ensure the aims of the school may be fulfilled. • To participate in joint planning and collaborative approaches in the delivery of the curriculum and in developing appropriate resources. • To liaise with colleagues both internally between years/phases, and externally with both First and High Schools as required, ensuring continuity of learning for the pupils. • To ensure the equality of opportunity for boys and girls is recognised and promoted within the working practices of the classes that you teach. • To establish a working environment which encourages learning, celebrates pupils' work through display, etc. and demonstrates an atmosphere which is ordered, disciplined and purposeful at all times and which helps all pupils to feel secure and valued. • To foster good home-school relationships by being the first link between parents/carers and the school; writing interim and end of year reports and attending parent consultation evenings as required / directed by the Head Teacher. 			
Specific Duties			
<ul style="list-style-type: none"> • To accurately keep the register and be responsible for attendance and absence procedures. Alert the Assistant Head teacher to poor attendance and unexplained absence. • To plan and prepare work in advance within the school's schemes of work and in line with the requirements of the National Curriculum. • To prepare and present lesson plans with regard to learning experiences, differentiated learning tasks, resources, teaching methods and organisation. • To help each child develop a realistic self image by crediting him/her with what has been achieved and by guiding him/her to the next target. • To regularly mark work in line with the school and subject policy and procedures. 			

- To keep up to date records of pupil progress and have them readily available and accessible.
- To set relevant and adequate homework according to the homework policy and timetable.
- To seek opportunities to encourage each pupil in the class/classes you teach to gain self-esteem and take pride in their work, appearance, conduct and achievements.
- To discuss formally and informally professional concerns with other colleagues about the needs of individuals in the form/classes you teach. To produce in line with school policy Individual Education Plans and Individual Support plans to help support pupils in your care.
- To support thorough action the formative and summative assessment procedures in line with the school's assessment policy.
- To take part in educational visits with due regard to Health and Safety aspects.
- To be aware of any Health and Safety issues within the subjects you teach and complete risk assessments as appropriate.
- To attend regular meetings to prepare, discuss and evaluate the various aspects of the teaching/learning programmes taught.
- To attend induction, pastoral and behaviour support and Safeguarding Pupil training.
- To keep up to date and informed about recent developments in the profession, to participate in annual professional development opportunities, including school based professional learning and performance management activities.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: Teacher	Director/Service/Sector: Children's Services	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Educated to a degree standard or equivalent. A demonstrable and proven track record of achievement in teaching. A good, up to date knowledge and understanding of the curriculum. A good, up to date knowledge and understanding of teaching, learning and behaviour management strategies Be aware of current legislation policies and guidance on the safeguarding of learners and the promotion of their well-being 		
Experience		
<ul style="list-style-type: none"> Experience of using data to inform planning Experience of teaching in Key Stage 2 and/or Key Stage 3 and a willingness to teach in both. 	<ul style="list-style-type: none"> Experience of managing / supervising teaching and /or support staff Experience of effective co-ordination 	
Skills and competencies		
<ul style="list-style-type: none"> Good written communication skills An ability to motivate, support and monitor teaching staff to ensure that standards are raised and targets and priorities of the school are achieved An understanding and ability to set realistic and challenging targets and be able to assess and review learners' progress. Able to communicate effectively with children, staff and parents / carers Able to engage and motivate learner in the school environment Able to work collaboratively as a member of a team and contribute to the professional development of colleagues, including sharing effective practice Good verbal interpersonal and leadership skills 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Able to plan, organise and prioritise and manage time effectively 		
Other		
<ul style="list-style-type: none"> Have positive values, attitudes and have high expectations for learners An abundance of energy 	<ul style="list-style-type: none"> A willingness or ability to contribute to extra curricular activities A willingness and/or ability to contribute to whole school development initiatives / school improvement planning 	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits