

Glendale Community Middle School

Job Description

Name

Post Teacher

Pay Scale MPS

Responsible to Headteacher

Job Purpose To be responsible for learner achievement by effective teaching and learning.

Key Responsibilities:

The responsibilities below characterise the level of duties which the post holder is required to carry out. It is not necessarily comprehensive; other duties of a similar nature and level may be required from time to time.

All teachers at Glendale Community Middle School are required to:

1. Promote a learning environment where children are safe, happy and show consideration for others at all times so that they learn and achieve.
2. Promote good behaviour at all times, implementing the school's behaviour policy consistently and fairly.
3. Plan, prepare and deliver a balanced and aspirational curriculum in the relevant subject areas. Assess children's learning to celebrate achievements and inform future planning using relevant national and local guidelines from appropriate sources.
4. Maintain appropriate records of attendance, progress, development and attainment in line with the school's policy.
5. Provide effective leadership of an agreed subject area(s)
5. Act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school.
6. Set appropriate targets for children in line with the school's assessment policy.
7. Use all learning resources effectively (including ICT and additional adults).
8. Promote the highest possible standards of teaching and learning which meets internal and external quality standards so that all children can become successful independent learners. This will include regular monitoring of the progress of all groups of learners within the classes.
9. Undertake playground and supervisory duties.
10. Direct and support the work of teaching assistants, students and volunteers.
11. Create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers.

12. Comply with health and safety policy and undertake risk assessments as appropriate.

As part of our school team you will be expected to:

13. Devise teaching strategies, which implement agreed school policies and schemes with particular reference to the following: Health & Safety, Child Protection, Equal Opportunities, Learning & Teaching, Assessment, Behaviour, SEND & Inclusion.

14. Work collaboratively with others to identify and maximize the learning potential of all children including those with SEND and those who are gifted and talented.

15. Keep up to date with latest developments in the relevant curriculum areas and pedagogy. Evaluate teaching methods with a view to continual improvement.

16. Provide annual reports to parents and attend parent meetings as required.

17. Contribute to the development of the school curriculum, teaching methods and their review (in accordance with paragraph 65 of Section 3 of the School Teachers' Pay and Conditions Document 2008)

18. Support and contribute to the school's responsibility for safeguarding children.

19. Contribute to the formulation and implementation of the school improvement plan and associated action plans, including reporting to the Governing Body.

20. Show continuing development of teaching expertise and subject and phase knowledge to enrich the learning experience within (and beyond) the teacher's designated classes or groups of learners.

21. Comply with health and safety policy and undertake risk assessments as appropriate.

22. Play a full part in the life of the school community and support its ethos.

23. Comply with the duties and regulations of a school teacher as set out in the latest School Teachers' Pay and Conditions Document.

24. Play an active role within the school's PTA.

25. Carry out any other reasonable tasks as directed by the Executive Headteacher.

To progress and further your career you will:

26. Participate in the school's appraisal and performance management system.

27. Actively pursue your own personal and professional development.

This job description will be reviewed (and if necessary) amended annually.