WOODLAND MIDDLE SCHOOL ACADEMY

JOB DESCRIPTION

NAME:

POST: History Teacher
PAY SCALE: MPS/UPS
RESPONSIBLE TO: Subject Leader and ultimately the Headteacher

GENERAL DUTIES:

- You are required to carry out the duties of a schoolteacher as set out in the relevant paragraphs in the annual Schoolteachers' Pay and Conditions Document

And

- You are required to carry out such particular duties from 'The Document' which the head teacher may reasonably direct from time to time.

SPECIFIC RESPONSIBILITIES:

1. To uphold the school's ethos, so that pupils gain an understanding of the importance of the Values Education programme. This includes remaining calm despite provocation and refraining from shouting.

2. To contribute to the overall development of the school and its whole curriculum by the appropriate supervision of pupils and support to all colleagues in working towards raising standards.

3. To work as an active year-team/subject-team member and implement agreed whole school policies, to ensure the aims of the school may be fulfilled.

4. To participate in joint planning and collaborative approaches in the delivery of the curriculum and in developing appropriate resources.

5. To liaise with colleagues both internally, between years and externally, with both the lower and upper schools, as required ensuring continuity of learning for the pupils.

6. To ensure the equality of opportunity for all pupils is recognised and promoted within the working practices of the classes that you teach.

7. To establish a working environment which encourages learning, celebrates pupils' work through displays etc., and demonstrates an atmosphere which is ordered, disciplined and purposeful at all times and which helps children feel secure and valued.

8. To foster good home-school relationships by being the first link between parents and the school; completing termly reports and attending parent consultation evenings.

Specific Duties:

1. To accurately keep the attendance register and be responsible for liaising with the Attendance Manager where attendances are low or absences are unexplained.

2. To plan and prepare lessons in advance, within the school's schemes of work and in-line with the requirements of the National Curriculum.

3. To plan lessons that clearly set out the learning objectives and the learning outcomes.

4. To prepare and present lesson plans with regard to learning experiences, differentiated learning tasks, resources, teaching methods and organisation.

5. 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.

6. To regularly mark work in-line with school and departmental policy and procedures; to make full use of planned opportunities for peer and self assessment.

7. To keep up-to-date records of a child's progress (baseline, current and target attainment data) and have them readily available and accessible.

8. To set and mark relevant and adequate homework according to the annual homework timetable.

9. To seek opportunities to encourage each pupil in the class to gain self-esteem and take a pride in their work, appearance, conduct and achievements.

10. To discuss, formally and informally, professional concerns with other colleagues about the needs of individuals in your classes. To produce, in line with school policy, Individual Education Plans (IEPs) and Pastoral Support Plans (PSPs) to help support pupils in your care.

11. To support, through action, the formative and summative assessment procedures in line with the school's Teaching and Learning Policy.

12. To take part in educational visits with due regard to health and safety aspects.

13. To be aware of any Health and Safety issues within the subjects you teach.

14. To attend regular meetings to prepare, discuss and evaluate the various aspects of the teaching and learning programmes in each subject taught.

15. To keep up-to-date and informed about recent developments in the profession; to participate in annual professional development opportunities, including school-based inset and performance management activities.

January 2019