

Marden Bridge Middle School



Empowering Minds

Inspiring Futures

Post:	Teacher of Geography
Salary:	MPS / UPS
Responsible to:	Head of Humanities

Overall Purpose:	To carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher:-
Responsible to:	Head of Humanities
Teaching:	<p>Having regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of pupils in any class or group assigned:-</p> <ul style="list-style-type: none"> ● Plan and prepare courses and lessons ● Teach assigned pupils according to their educational needs ● Set and mark classroom and homework ● Assess, record and report on the development, progress and attainment of pupils ● Develop the curriculum, devising medium and long term plans when directed by the humanities lead and DHT.
Other activities:	<ul style="list-style-type: none"> ● Promote the general progress and well-being of individual pupils and classes or groups assigned ● Provide guidance to pupils on educational and social matters or give information about sources of more expert advice on specific questions; making relevant records and reports ● Make records of and reports on the personal and social needs of pupils ● Communicate and consult with the parents/guardians of pupils ● Communicate and cooperate with relevant persons/bodies outside the school ● Participate in meetings arranged for any of the purposes described above
Assessment and reports:	<ul style="list-style-type: none"> ● Provide or contribute to the oral and written assessments, reports and references relating to individual pupils and groups assigned
Appraisal:	<ul style="list-style-type: none"> ● Participate in arrangements made in accordance with regulations made under section 49 of the Education (no2) Act 1986 for the appraisal of personal performance and that of other teachers
Review, induction, further training and development:	<ul style="list-style-type: none"> ● Review, from time to time, methods of teaching and programmes of work ● Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in appraisal objectives or appraisal statement

Educational methods:	Advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods or teaching and assessment and pastoral arrangements.
Discipline, health and safety:	<ul style="list-style-type: none"> ● Maintain good order and discipline among the pupils ● Safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
Staff meetings:	<ul style="list-style-type: none"> ● Participate in meetings at the school which relate to the curriculum, administration, organisation and pastoral arrangements of the school
Public examinations:	<ul style="list-style-type: none"> ● Participate in arrangements for preparing pupils for SAT examinations and in assessing pupils for the purposes of such examinations ● Record and report such assessments
Administration:	<ul style="list-style-type: none"> ● Participate in administrative and organisational tasks related to such duties that are described above, including the supervision of persons providing support for the teachers in the school ● (This does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment) ● Attend assemblies ● Register the attendance of and supervise pupils, whether these duties are to be performed before, during or after school sessions
Working time:	<ul style="list-style-type: none"> ● Be available for work for 195 days pro rata in any school year (teaching on 190 days in addition to carrying out other duties) specified by North Tyneside Council or, if the Council so directs, by the Headteacher ● Be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours prorata in any school year ● (Those hours to be allocated reasonably throughout those days in the school year on which you will be required to be available for work. Time spent travelling to and from work shall not count against these hours. There is no requirement to undertake midday supervision. A lunch break of reasonable length shall be allowed between school sessions.) ● Work such additional hours needed to discharge effectively professional duties, including, in particular, planning and preparing courses of lessons and assessing, recording and reporting on the development, progress and attainment of pupils recording and reporting on the development, progress and attainment of pupils. (The amount of time required for this purpose beyond 1265 hours prorata and the times outside the 1265 pro rata specified



	hours at which duties shall be performed shall not be defined by the employer.)
Particular duties:	<ul style="list-style-type: none"> ● Teach Geography throughout the school ● Teach Geography to any year group or ability when directed ● Teach any other subject when directed. ● Take a full part in extracurricular activities, fully contributing to the life of the school. ● Perform such particular duties as may be reasonably assigned in accordance with any directions given by the Headteacher subject leaders from time to time
If ups teacher	To carry out tasks in accordance with UPS guidelines, sharing skills and expertise across the school and making a sustained and significant contribution to the ethos of the school.
Signed Date:	Staff member
Signed Date:	Headteacher

To be reviewed and updated annually in accordance with the School Teachers’ Pay and Conditions Document



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