



WINDSOR PARK CE MIDDLE SCHOOL

TEACHER

JOB DESCRIPTION

Salary	MS3 – MS6 (dependent on qualifications and experience)
Responsible to	The Head of Creative Learning Faculty.
Job Purpose	To teach the full curriculum range at upper key stage 2. The ability or willingness to deliver elements of the lower key stage 3 curriculum.

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.

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum (KS2 and KS3).
2. Liase with colleagues to deliver units of work in a collaborative way.
3. Work with teaching assistants.
4. Set targets for student attainment levels.
5. Demonstrate good practice in teaching.

Assessing and Reporting

1. Record student's work and progress.
2. Maintain lesson evaluations.
3. Mark and return work to pupils as soon as possible, providing feedback and targets.
4. Provide assessment reports to monitor student progress.
5. Be accountable for progress of individuals in your classes.
6. Liase with parents and attend consultation evenings.
7. Work within the SEN Code of Practice.

Leadership and Management

1. Provide a role model for your pupils.
2. Support and uphold the school's policy on behaviour, discipline and bullying.
3. Contribute to staff development issues.
4. Operate school Health, Safety and Welfare policies and risk assessments as these relate to your subject.
5. Manage the performance and duties of the SEN Ancillaries and other teaching assistants.
6. Participate in staff training.

Standards and Quality

1. Support the aim and ethos of the school.
2. Set a good example in the terms of dress, punctuality and attendance.
3. Uphold the school's behaviour code and uniform policy.
4. Attend and participate in extra curricular events.
5. Develop links with governors, the MAT and associated schools.

Student Behaviour

1. Monitor attendance and punctuality in your tutor group.
2. Ensure records are kept regarding student progress and student behaviour.
3. Liase with parents when necessary.
4. Liase with external agencies.
5. Know all the students in your class as well as possible.
6. Prevent bullying.

Other Duties and Responsibilities

Pastoral care of a mixed age tutor group and the delivery of any other duty negotiated with you by the Headteacher.

Updated: May 2024

Science Teacher

Person Specification

Factors	Essential	Desirable	Measured by*
Qualifications and Skills - Graduate - Qualified teacher - Excellent classroom practitioner - High expectations of work and behaviour	 √ √ √	 √	 A A I/R O/R
Professional Knowledge - Clear understanding of what makes effective learning - Have secure subject knowledge to teach effectively - Know and be able to personalise learning - Support pupil progress and well being - Make effective use of assessment	 √ √ √ √ √		 I/O A/I/R I I R/I
Professional Skills - To ensure colleagues are appropriately guided and involved in supporting pupils learning - Work as a team member and share effective practice with colleagues - Evaluate impact of teaching on progress - Modify and adapt practice as necessary - Proactively develop own skills and learning - Have as awareness, understanding and commitment to all aspects of inclusion	 √ √ √ √ √ √		 I/A A/R I/R I/A I A/I
Personal Qualities - Communicate effectively with adults and children - Highly motivated and committed to collaborative and co-operative working - Adaptable - Be able to prioritise and manage time effectively - Caring, with a good sense of humour	 √ √ √ √		 I/R/O R/O R/A R/I R/O/I

*Key: A = Application, I = Interview, O = Observation, R = Reference