

Job Description for a Teacher at Ferndown Middle School

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government. All teachers at Ferndown Middle will meet the required standards for the 'Teachers' Standards and Conditions' September 2012.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

All Teachers at Ferndown Middle will follow and support the policies of the school.

Areas of responsibility and key tasks:

- A. Planning, teaching and class management, to teach allocated pupils by planning their teaching to achieve progression of learning through:
- identifying clear teaching objectives and specifying how they will be taught and assessed
 - setting tasks which challenge pupils and ensure high levels of interest
 - setting appropriate and demanding expectations
 - setting clear targets, building on prior attainment
 - identifying SEN or very able pupils
 - provide clear structures for lessons maintaining pace, motivation and challenge
 - make effective use of assessment and ensure coverage of programmes of study
 - ensure effective teaching and best use of available time
 - monitor and intervene to ensure sound learning and discipline in line with agreed school policies
 - use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
 - ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
 - evaluate their own teaching critically to improve effectiveness
 - mark the register ensuring absences and lateness are accounted for, taking appropriate action when they are not
 - control and oversee the use and storage of books, stationery and other teaching materials related to teaching
 - set mark and monitor homework where appropriate

B. Monitoring, assessment, recording, reporting – to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents and other appropriate agencies

C. Other professional requirements – to:

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- ensure any safety regulations are observed
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors
- to be a form tutor responsible for the pastoral care of the pupils in the group
- take on any additional responsibilities which might from time to time be determined