### JOB DESCRIPTION

### TEACHER

The aim at Cranborne Middle School is to create a warm and friendly atmosphere where children are happy, feel secure and valued, and where quality learning is achieved through high levels of challenge and support. This is our Mission Statement.

**Safeguarding Responsibilities**

• Demonstrate a commitment to keeping children and young people safe

• Report any disclosure made to you to the appropriate person

• Report any safeguarding concerns in the workplace to the appropriate person

• Maintain an awareness of the school policies in relation to safeguarding

Cranborne Middle School is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of

criminal records and vetting checks. We ensure that we have a range of policies in place which

promote safeguarding and safer working practice across our school.

**Relationships**

The post holder is responsible to the Headteacher in all matters, through the Assistant Headteachers and relevant subject and year leaders for their duties.

The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.

### Purpose

To fully support and to help implement the aims of the school, its ethos and values.

To contribute to the effective teaching and learning of pupils.

To prioritise the wellbeing and safeguarding of children.

To maintain high professional and academic standards and remain up to date in subject matter and pedagogical expertise

To contribute to the effective functioning of the school and its departments.

The full range of professional duties that may be required of a teacher are as set out in the School Teachers Pay and Conditions Document (STPC) and as detailed in the Teaching Standards.

### Key Areas

### Teaching and Learning

* Ensure effective curriculum coverage, continuity and progression in the subject for all pupils
* Establish clear teaching objectives in lessons and use appropriate and motivating teaching and learning methods
* Thoroughly prepare lessons and review content, presentation and relevance, ensuring that full records of work done are kept
* Follow school policies for marking, assessing, recording and reporting on pupil achievement, and use these to set achievable targets for further improvement for all pupils of all abilities
* Ensure effective development of pupils’ individual learning skills takes place
* Create and maintain a stimulating learning environment
* Ensure a level of discipline conducive to learning in accordance with school policy

### Communication and Liaison

* Attend staff meetings and relevant departmental meetings
* Meet formally and informally with middle and senior leaders over matters relating to teaching and learning, pastoral care, classroom management and personal / professional development
* Communicate and work effectively with other members of the team
* Maintain appropriate contact and consult with parents of pupils as required

### General

* Keep up to date with and follow department and school policies
* Carry out delegated tasks to meet objectives and deadlines.
* To carry out the duties of a form tutor, in accordance with the school’s policies, in respect of pupils to include:

1. the maintenance of discipline and acceptable standards of conduct and appearance of pupils
2. the establishment of rapport with pupils to develop their social and academic potential
3. the marking of form registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not
4. the compilation of reports, profiles and references on pupils as directed
5. the monitoring of homework of pupils, the teaching of tutor periods, and attending tutor meetings called by the year head
6. escorting the form to, and playing a part in assemblies subject to the right of teachers to decline to participate in the act of collective worship on the grounds of their religious convictions

* To participate, as directed, in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.
* The duties and responsibilities of the post are subject to those in the STPC and will be undertaken within directed time as detailed in the school’s directed time statement.