

Job Description

Position	English Teacher—Part Time
School name	Dorchester Middle School
Position reports to	Faculty Lead

The Core Purpose of this post is to provide a high quality of education to children across Key Stage 2 and 3 that allows every child to reach his/her potential and develop, as an independent learner, within a safe and stimulating learning environment.

1. Duties and Responsibilities

The particular responsibilities attached to this post are as follows:

- to teach, according to their educational needs, pupils assigned to him / her in the allocated classes;
- to control and oversee the use and storage of teaching materials and resources provided for class usage and to supervise the work of Teaching Assistants relevant to groups taught;
- to maintain an environment conducive to learning by following the school Behaviour Policy and procedures;
- to contribute to Subject meetings, Staff meetings, discussion and management systems necessary to co-ordinate the work of the school as a whole;
- to promote equal opportunities within the school and;
- be responsible for promoting and safeguarding the welfare of children that he/she are responsible for/ come into contact with, in accordance with the school's safeguarding and Child Protection Policy;
- offer extra curricular activities to pupils.

2. Key Tasks

The key tasks attached to this post are:

- to plan stimulating and engaging lessons in accordance to the scheme of work, that take into account the abilities of the children in the allocated groups;
- to assess pupils' attainment,

achievement and progress in accordance with relevant school policies and arrangements;

- to monitor and report to parents on the progress of pupils taught;
- to be a Form Tutor to an allocated group of children and be responsible for their pastoral care.

3. Knowledge and Skills

- To have an appropriate knowledge and understanding of the subject (s) taught.
- To understand how children learn effectively and be able to use a variety of teaching and learning strategies.
- To have excellent interpersonal skills.

4. Relationships

- The postholder will be responsible to the Faculty Lead for all Curriculum matters and as a Tutor to the Year Lead.
- The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- The postholder is responsible for establishing positive and effective relationships with pupils, parents and other stakeholders, which are based on mutual respect.

5. Working Environment

- To develop a well ordered , tidy and stimulating learning environ-

ment.

- To use displays as an effective teaching and learning tool and to celebrate pupil achievement and success.

6. Additional Duties

- Play a full part in the life of the school, to support its ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty specified in the School Teachers Pay and Condition document (STPCD) not mentioned above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description (whilst the main duties of the post are explained above, each individual task may not be specified).
- Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors to the school.
- The school will endeavor to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be amended at any time following discussion with the Head teacher and member of staff and will be reviewed annually.

Person Specification

	Essential Attributes	
Qualifications and General Experience	• Qualified to degree level • Qualified Teacher Status • Successful DBS, disqualification by association check, and safeguarding clearance	Application Form References DBS procedures
Personal Attributes	• Demonstrates commitment, reliability and integrity • Communicates effectively with self- awareness and social perception • Has energy and resilience • Demonstrates emotional intelligence • Is adaptable to changing circumstances and new ideas	Application Form References Interview
Professional knowledge and experience	• A track record of excellent classroom practice/teaching practice • Understanding of the role of a class/teacher and class/subject • Understanding of strategies to support successful outcomes for all children	References Application form Interview
Professional skills	• Ability to maintain a positive school ethos with an accent on high achievement and inclusion for all • Ability and commitment to meeting the needs of children whatever their ability or background • A belief that middle school education should be a lively, stimulating, enjoyable experience which achieves high standards and prepares children for upper school • Ability to communicate and promote the aims and objectives of the school • Ability to communicate effectively (orally and in writing) • Committed to working with parents, colleagues and other agencies in a positive and constructive manner • Ability to motivate and stimulate pupils of all abilities to enjoy learning • Ability to use Information Technology for assessment, analysis and learning purposes • Make appropriate judgements over issues of confidentiality and safeguarding • A commitment to continuing professional development, and evidence of recent relevant training • An excellent understanding of a range of behaviour management strategies • An awareness of the principles of "Assessment for Learning" and a commitment to effective assessment and feedback for pupils • Able to work effectively with teaching assistants/learning mentor to ensure effective support for all children • Strong belief in delivering the full curriculum to develop the whole child	Application Form Interview References
Professional Philosophy and Commitment	• Ability to reflect and question self • Knowledge of new initiatives in education and experience of having used these • Prepared to be involved in the whole life of the school and support the ethos of the school • Understanding of and commitment to developing links between home, school, neighbouring schools and different communities (local, national and global)	Application Form Interview References

Safeguarding: The Governing Body of Dorchester Middle School are committed to safeguarding and promoting the wellbeing of children and young people and the Head Teacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. You will need to demonstrate knowledge and understanding of relevant guidance and legislation, and to display commitment to the protection and safeguarding of children and young people.

The successful candidate will be required to undergo an enhanced DBS check before securing their employment at Dorchester Middle School.