



## JAMES BATEMAN MIDDLE SCHOOL: FT/DT/ART TEACHER JOB DESCRIPTION

Post Title	FT/DT/ART TEACHER
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To ensure high academic achievement through your teaching relative to the pupils' needs and prior learning.</li> <li>• To contribute fully to the improvement of curriculum areas and the school.</li> <li>• To deliver high quality lessons across the school.</li> <li>• To secure good progress in taught subjects and in wider learning.</li> <li>• To monitor and support the overall development of pupils as a form tutor.</li> <li>• To raise standards to and above national expectations.</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>• Line Manager</li> </ul>
<b>Liaising with</b>	<ul style="list-style-type: none"> <li>• Relevant non-teaching and teaching staff and parents.</li> </ul>
<b>School policies and planning</b>	<ul style="list-style-type: none"> <li>• To implement all relevant school policies.</li> <li>• Good subject knowledge.</li> </ul>
<b>Curriculum planning</b>	<ul style="list-style-type: none"> <li>• To produce high quality lesson and short-term teaching plans with supporting resources for own classes.</li> <li>• To share planning and resources with other colleagues.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• To regularly assess students' work so they know what they need to do to improve.</li> <li>• To maintain appropriate records on SIMS.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To establish common standards of practice and develop the teaching and learning that is consistently good or better that leads to high levels of progress, learner interest and enjoyment.</li> <li>• Access and follow the appropriate syllabus, resources, schemes of work, marking, policies, teaching and learning and assessment strategies within the department.</li> <li>• To seek ways of constantly raising standards of pupils attainment and support pupils progress.</li> <li>• To provide 'hands on' learning for all pupils and actively encourage independence.</li> <li>• Ability to motivate.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication with parents of pupils.</li> </ul>
<b>Pastoral system</b>	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned group of pupils.</li> <li>• To promote the progress and well-being of all pupils in the tutor group.</li> <li>• To liaise with the Progress Leaders to ensure the implementation of the school's pastoral system.</li> <li>• To register pupils, encourage their full attendance and their</li> </ul>

	<p>participation in all aspects of school life.</p> <ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To communicate with parents of pupils and people outside the school concerned with the welfare of individual pupil.</li> <li>• To deliver PSHE lessons in tutor time in accordance with school policy.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive vision, mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To ensure all health and safety procedures are adhered to.</li> <li>• To develop extra-curricular opportunities such as clubs and visits to enrich the pupils' educational experience.</li> <li>• To attend or ensure attendance of members of the department to key school events such as presentation evening.</li> <li>• To undertake any other duty as specified in the STRB not mentioned above.</li> <li>• Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> </ul>
<p>This job description is current at the date shown below, but in consultation with you, may be changed by the Headteacher to reflect changes in the job or school priorities, commensurate with the grade and job title.</p>	