



Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX

Executive Headteacher: Mrs A Grattage

Telephone: 01889 56 33 65

E-mail: office@wpms.i2e.org.uk

Website: www.windsorpark.staffs.sch.uk

JOB DESCRIPTION

Post Title	Grade	NOR	Date
Teacher	TMS/UPS	346	2025-2026

Responsible to: The Headteacher

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.

Job Purpose: To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

Accountabilities

- Prepare and teach lessons of a high standard to the students assigned to them
- Following designated programmes of study
- Carrying out the necessary assessments
- Providing information/comments for records
- Monitoring students in accordance with agreed departmental strategies
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
- Participate in the applications of the departmental homework policy which includes setting, marking of homework and monitoring homework diaries in relation to their subject(s)
- Work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students
- Engage in continuous professional self-development in relevant areas
- Establish short-term plans for the development and resourcing of the subject(s)

Knowledge and Skills

Classroom teachers should demonstrate their knowledge and understanding of:

- Principles and practices of effective teaching and learning
- Knowledge and understanding of subject area(s)
- Principles and practices of monitoring/assessment/evaluation
- The application of information and communications technology (ICT) to learning and teaching in subject area(s)



Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX

Executive Headteacher: Mrs A Grattage

Telephone: 01889 56 33 65

E-mail: office@wpms.i2e.org.uk

Website: www.windsorpark.staffs.sch.uk

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy and regard to the School Teachers' Pay and Conditions Document.

This job description is not necessarily a comprehensive definition of the post, and the teacher may be required to undertake such tasks appropriate to the level of appointment as the Head Teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after the consultation with the post holder.

Professional Accountabilities

The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- To be committed to safeguarding and promoting the welfare of children and young people.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the School's Health and Safety policy.

Note:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy