Subject Teacher and Form Tutor

Name:

Salary Scale: Main Scale (195 days per year. Full time)

General duties: Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Head teacher.

Overall responsibility:

Specific duties: Undertaking the following responsibilities:

Teaching and Learning:

1. To ensure all teaching and learning contributes towards the schools aims, objectives and priorities for improvement
2. To manage student learning through effective teaching and marking of student work in accordance with the Department schemes of work and school policies
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students
4. To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the subject team to improve the quality of teaching and learning and contribute to planning and development within the Department.
7. To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets
3. To assess student’s work systematically and use the results to inform future planning, teaching and curricular development
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents
5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
6. Attendance at Parents Evenings, as appropriate

**Subject Knowledge and Understanding**

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

**Professional Standards and Development**

1. To be a role model to students through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable in accordance with school policy.
4. To co-operate with the employer in all matters concerning Health & Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Department handbooks and support all the School's policies.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the School's performance development procedures, identifying areas of need and engaging in training activities.
8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers’ Pay and Conditions document, and teachers’ legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
11. To undertake any reasonable task as directed by the Department Head.
12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
14. To consider the needs of all students within lessons (and to implement specialist advice) especially those who:
   - have SEN;
   - are gifted and talented;
   - are not yet fluent in English.
   - Receive Pupil Premium
   - LAC

**Pastoral**

1. To maintain the academic and personal development of students and to give support and guidance wherever possible.
2. To encourage a spirit of co-operation and participation within the Tutor group.
3. To encourage and monitor high standards of work, behaviour and appearance in accordance with school policy.
4. To respond to requests and anxieties of parents in association with the Student Achievement Manager.
5. To monitor and follow up absences and lateness where necessary alerting the Student Achievement Manager if appropriate
6. To assist with distribution and collection of home-school communications and the school policy for money collection.
7. To maintain Homework diaries and recognise Credit award system
8. To attend and supervise students in assemblies

To Whom Responsible: Curriculum Manager/Deputy Curriculum Manager

Signature (Post holder) ..........................................................

Date: ..............................................................................

This job description, effective from June 2014 and may be amended at any time by agreement, but in any case will be reviewed within 2 years.