

# Kingsbury High School

## Teacher and form tutor job description

January 2016

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| <b>Job title</b>  | <b>Classroom teacher and form tutor</b><br><i>(most classroom teachers are also form tutors)</i>   |
| <b>Scale</b>  | Main/upper pay scale   |
| <b>Responsible to</b>                                     | Head of Faculty or Associate Head of Faculty; Stage leader   |
| <b>Responsible for</b>                                    | Support workers whilst supporting the teacher's own lessons  |
| <b>Core purpose of job</b>                                | To maximise the overall progress and development of students as a teacher/form tutor   |
| <b>Main tasks and responsibilities of a teaching post</b> | <p>Within the context of national, school and faculty policy to:</p> <ul style="list-style-type: none"> <li>• Prepare for and teach all classes according to <i>the Kingsbury High expectations for effective teaching</i></li> <li>• Maintain discipline using <i>Assertive Discipline</i> and <i>Behaviour for Learning</i></li> <li>• Mark and assess students' work</li> <li>• Record and report achievement</li> <li>• Contribute to curriculum evaluation and development</li> <li>• Support and guide students</li> <li>• Direct support staff within one's own classroom</li> <li>• Using one period in addition to class teaching time, support the individual learning needs of SEN and/or Pupil Premium students through in-class support and/or intervention withdrawal as directed.</li> <li>• As form tutor, promote the progress of the individual through the school, utilising <i>Start the Day Right</i> time and one-to-one opportunities</li> <li>• As a form tutor ensure that the <i>Start the Day Right</i> time is effectively used</li> <li>• Attend all assemblies for the year group</li> <li>• Work towards first attaining – and then maintaining – the threshold standards, aspiring to exemplify <i>the Kingsbury High expectations for effective teaching</i></li> </ul> |
| <b>General responsibilities</b>                           | <ul style="list-style-type: none"> <li>• To carry out such other tasks as are essential to fulfil the job's core purpose</li> <li>• To contribute positively to effective working relations within the school</li> <li>• To respond calmly and professionally to the challenges of school life</li> <li>• To present a positive impression of the school in all encounters with visitors or telephone caller and on school visits</li> <li>• To undertake any reasonable task requested by the Head of Faculty, Associate Head of Faculty, Stage Leader or member of the leadership group</li> </ul>   |
| <b>Other remarks</b>                                      | This job description will be reviewed every two years  |