**Job Description**

**Job Title:** Teacher/Form Tutor

**Responsible to:** Head of Faculty / Department

### **Core Purpose:**

To deliver the curriculum effectively to secure improvements which raise levels of student attainment and achievement.

**Key Accountabilities – Teaching Post – (refer to national teaching standards)**

**Teaching and Managing Student Learning**

* Ensure effective teaching of whole classes, groups and individuals
* In consultation with the Head of Faculty/Department and other teachers, to plan, design and produce teaching materials and resources which are appropriate to age and ability
* In accordance with the scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning
* To teach in partnership with SEN and EAL staff to maximise student attainment where appropriate
* Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* Integrate cross-curricular literacy and numeracy into lessons as appropriate
* Contribute to the development and management of initiatives as part of the subject team

**Planning and Setting Expectations / student Achievement**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught
* Set appropriate and demanding expectations for students’ learning and motivation.
* Set clear targets for students’ learning, building on prior attainment.

**Assessment and Evaluation**

* Assess how well learning objectives have been achieved and use this assessment for future teaching and/or group work
* Mark and monitor students classwork and homework providing constructive oral and written feedback, setting targets for students’ progress
* Assess, record and report on the development, progress and attainment of the students according to the academy’s procedures

**Manage Own Performance and Development**

* Take an active part in the academy’s Performance Management process (or NQT programme if appropriate) to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the academy’s targets and improvement plan
* Take responsibility for own professional development and keep up to date with research and developments in the subject area
* Share responsibility for the implementation of academy policies and procedures
* Set a good example to students in presentation and personal conduct
* Evaluate own teaching critically and use this to improve effectiveness

**Organisation**

* Attend meetings, carry out administrative tasks and duties as set out in the strategic calendar and staff handbook
* Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
* Implement academy policy with regard to registration, student absence, dress code and enforce academy rules relating to behaviour and health and safety
* Participate in full staff and faculty meetings and to contribute to school decision making and consultation procedure
* To carry out a share of supervisory duties in accordance with published rotas

**Resources**

* Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
* Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
* **Form Tutor Role (where appropriate)**
* To be form tutor to an assigned tutor group if required
* To ensure that registration and form periods are conducted within an orderly manner in order to set the tone of high expectations for students
* To ensure that daily registers are completed by a member of staff in a timely fashion
* To work under the direction of a Head of Year to ensure that issues of student behaviour, welfare and personal development are dealt with in accordance with academy policies
* To liaise with parents, staff and - if necessary – other external agencies, in order to promote the well-being of all students
* To follow the academy’s agreed pastoral procedures during form time, assemblies, and on Alternative Curriculum Days
* To deliver agreed schemes for literacy, numeracy and PSHCE as required

**Professional Conduct**

* To act as a professional and positive ambassador for the academy
* To seek positive and constructive feedback from parents, students, visitors and colleagues

**Policy Promotion**

To promote actively the academy’s policies and procedures to ensure that the academy operates effectively, fairly and in line with legislative requirements at all times and to create a positive and safe working environment

**Confidentiality**

To ensure confidentiality of the academy’s activities is maintained in order to protect the integrity of the academy and its people

**Flexibility**

To carry out other duties as may reasonably be required from time to time to meet the evolving needs of the academy including a form tutor role if required

**Additional Specific Responsibility**

**General**

To ensure that the academy’s Equalities, Health and Safety and Safeguarding policies are always adhered to

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post