



## **GENERAL JOB DESCRIPTION: Subject Teacher** **Responsible to: The Head of Department**

### **KEY FUNCTIONS: Subject teacher will:**

- promote appropriately high standards of attainment for all students for whom they are responsible;
- support the effective learning of their students;
- promote the spiritual, moral, social and cultural development of their students;
- organise and manage the learning environment effectively.

### **TASKS AND RESPONSIBILITIES: The subject teacher will:**

- prepare and record lesson plans, according to the Department policy, the directions of the Head of Department and the policies of the School, and other statutory requirements where appropriate;
- mark and assess pupils' work according to the policy of the Department and of the School and in accordance with the requirements of the relevant examination boards and other statutory requirements where appropriate;
- undertake sufficient assessment of pupils' work so that pupils can be given accurate Order Grades and other types of assessment and reporting as required;
- inform students as to the criteria for assessment and to ensure that students know what they do well, and are informed about how to improve their work;
- monitor pupil progress, plan interventions and evaluate their impact in collaboration with the Head of Department and relevant pastoral leader.
- be responsible for the care of the classroom and to ensure that it provides an environment which encourages students to learn;
- manage pupils' behaviour according to the School's behaviour policy and ensure that the classroom is a place where students are motivated, take responsibility for their own actions, demonstrate co-operative working and show consideration for others;
- employ a variety of teaching styles as appropriate to the learning needs of the students when delivering timetabled lessons, planned revision sessions and other learning activities
- ensure that opportunities are provided for all students to develop a range of learning skills, and ensure appropriate educational provision is made for talented and gifted pupils and those with special educational needs;
- contribute to planned meetings including Parents' Consultations and those called by the Head of Department and other staff with management responsibilities
- carry out any additional tasks as directed by staff with management responsibilities
- undertake Appraisal procedures within the school, and take part in continuing professional development opportunities.

**NOTE: The duties of this post may vary from time to time as required by the Headteacher without changing the general characteristics or the level of responsibility entailed.**

These duties are to be carried out in accordance with the current Conditions of Employment, contained in the "School Teachers' Pay and Conditions" Document.



## **GENERAL JOB DESCRIPTION: Form Tutor**

**Responsible to: Head of Year**

The form tutor is critical in developing our students academically and in terms of helping them to uphold and promote the values of the school. Form tutors' daily contact with pupils means they are best placed to get to know students well and support them.

### **In order to achieve this, the Form Tutor will:**

- support and promote high standards of academic attainment, behaviour and personal development for all the students in their form;
- promote the spiritual, moral, social and cultural development of their students;
- get to know each student in their form as an individual in order to provide effective support for their learning and personal development.

### **TASKS AND RESPONSIBILITIES:** The form tutor will:

- register the form daily in the approved manner and ensure unexplained absence is followed up;
- passing on daily notices and other items to members of the form group
- promote and monitor high standards of dress, punctuality and behaviour to all members of the form;
- monitor students' personal planners regularly, at least once a fortnight, and ensure that all students receive letters for parents and collect reply slips for example;
- monitor the academic and personal progress of pupils in the form and liaise with subject teachers and the Head of Year where necessary;
- write form tutor reports on pupils when required and check/ensure correction of reports before presenting them to the Head of Year
- gather information and contribute to oral or written reports and records on pupils required by other colleagues or outside agencies, as necessary;
- contribute to Key Stage and Year meetings;
- develop knowledge of the pupils in the form by familiarity with school records and through individual interview/discussion and contribute to the up-dating of records when required recording the extra-curricular involvement of pupils
- discuss order grades with pupils individually
- contribute to the teaching of the tutorial programme to the form;
- arrange and manage form assemblies and accompany the form to other school assemblies;
- attend Parents' Consultations and liaise with parents on the telephone, email or in writing in partnership with the Head of Year
- oversee the organisation of House Teams, School Council reps and other offices in the form
- Help pupils with revision and study skills techniques
- Help pupils develop effective organisation skills
- Help pupils develop effective communication skills
- monitor, with the help of pupils, the condition of the furniture and fabric of the form room,
- identifying, where possible, pupils who have damaged or defaced items, and taking appropriate follow-up action;
- ensure that a Form noticeboard is maintained and relevant information displayed as required e.g., emergency procedures;
- ensure that members of the form are familiar with emergency procedures such as fire instructions, safeguarding and health and safety

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