MYTON SCHOOL

JOB DESCRIPTION – TEACHING STAFF

Name:

Post: **Teacher of**

Reporting to: **Head Teacher**

Staff responsible for: **N/A**

Date of Issue:

This job description consists of a maximum of four parts. Parts 1, 2, and 3 apply to all teachers.

Part 1	:	General
Part 2	:	Responsibilities of all Teachers
Part 3	:	Responsibilities of Form Tutors
Part 4	:	Additional Responsibilities (TLR Holders)

The parts which apply to this post are as follows: 1, 2, 3

PART ONE : GENERAL

You are required to carry out the duties of a Schoolteacher as set out in the School Teachers' Pay and Conditions Document and policies of the Academy Trust as amended from time to time.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Directed Time allocation and have regard to the School Teachers' Pay and Conditions Document on the Conditions of Employment of Teachers other than Head Teachers.

This job description is not necessarily a comprehensive definition of the post. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed approximately once every two years and may be subject to modification or amendment at any time after consultation with the post-holder and agreement of the Head Teacher.

All employees are expected to:

- safeguard and promote the welfare of children
- comply with legislation
- be courteous to colleagues
- provide a welcoming environment to visitors and telephone callers.

(End of Part 1)

PART TWO : RESPONSIBILITIES OF ALL TEACHERS

All teachers are responsible to the Subject Leader/Head of Department in which their teaching takes place, and to the Head of House in which the students are placed.

The general responsibilities are as follows:

1. Promote and safeguard the welfare of children and young persons that s/he is responsible for and those that s/he comes into contact with both within the school and outside the school in an educational setting.
2. Prepare, deliver, review and evaluate the aspects of the curriculum for which responsibility as a class teacher has been agreed in accordance with the scheme of work and other curriculum documentation and as required by the appropriate senior members of the subject or department in which that teaching takes place.
3. Collaborate with colleagues to develop appropriate syllabuses, teaching materials and schemes of work.
4. Maintain records of the progress, attendance and achievement of assigned students in accordance with the agreed assessment policies.
5. Provide reports on individual students as required.
6. Attend departmental and other staff meetings as may reasonably be required by school policies and within directed time.
7. Maintain good order and an attractive environment in teaching spaces used, and to report any defects or problems concerning buildings, fittings and equipment, or Health and Safety matters.
8. Undertake organisational and administrative functions in the subject departments in which classes have been allocated as agreed with the head of department after consultation.
9. Act as a form tutor when required, and to undertake the tasks assigned to that role or such equivalent tasks as may be required.
10. Participate in meetings with parents related to the responsibilities of a teacher as may reasonably be required within directed time.
11. Take a reasonable part in the cover system of the school in line with the National Workload Agreement.
12. As an aid to good discipline and a gesture of good will, teaching staff are requested to carry out duties which require the skills and professional judgement of a teacher, including break-time duties, after-school duties, bus duty, detentions and registration.
13. Carry out an equitable share of supervisory duties in accordance with published rosters under the direction of the duty team leaders.
14. Take part in staff development and in-service training programmes.
15. Participate in the agreed process for appraisal and performance management
16. Be a member of a School House and to carry out related duties.

(End of Part 2)

PART THREE : RESPONSIBILITIES OF FORM TUTORS

Most staff will be Form Tutors or will be required to cover for absent Form Tutors. The role is a most responsible one and vital both to the efficient running of the school and successful pastoral care. For this aspect of work, a teacher is accountable to the Head of House.

The Form Tutor should be the first person to whom a student will turn for help or advice, although it may sometimes be necessary to refer the matter to the Head of House, the Asst Head (Care, Guidance and Support), a Deputy Head or, through them, even to an outside agency. It is through daily contact that unobtrusive care is exercised.

The main functions and responsibilities of the Form Tutor are:

1. Registration and routine business

Responsible for the accurate daily completion of the Register (an important legal document) and for seeing that all information kept in the Register is maintained up to date. Other returns of a routine nature should be dealt with as required, as well as the distribution of information to parents. All absence must be accounted for by notes and any not so covered should be reported to the Head of House, in accordance with the Attendance Policy.

2. Reports and records

Referring any information of a confidential nature to the Head of House, Asst Head (Care, Guidance and Support) or Deputy Heads. Commenting on Reports and Tutor trackers and covering aspects of achievement and personality which are not covered by academic reports. Participate in arrangements for completing Progress Files for students in your group.

3. References and special reports

Prepare, in consultation with colleagues, initial drafts for references, testimonials, reports to outside agencies and the like, as required.

4. Personal appearance, uniform and conduct

Monitor the personal appearance, uniform and behaviour of your students and ensure that high standards are maintained.

5. Student planners/diaries

Check and initial Student Planners/Diaries regularly and discuss their contents with students.

6. Tutor group time

This time should be used purposefully and profitably. The periods may be used for a variety of purposes including the above points and in addition: individual discussions, target-setting, appropriate activities as per flow of the year, group discussions around the suggested themes, appropriate advice and guidance.

7. Assemblies

Attend assemblies with your Form, sit with your Form and supervise their movement from base to the place of assembly.

8. Pastoral team meetings

In accordance with the calendar, attend meetings chaired by the Head of House.

9. Relations with parents

It is hoped that parents would see Form Tutors at Parents' Evenings, Target Setting Day, and, whenever possible, Form Tutors will be involved when parents visit the school at other times. Form Tutors are encouraged to foster good home-school relationships but are advised not to contact parents without prior reference to the Head of House. (End of Part 3)