Kingsbury High School

Classroom teacher and form tutor

Job description

Job title	**Classroom teacher and form tutor** *(most classroom teachers are also form tutors)*
Scale	Main/upper pay scale
Responsible to	Head of Faculty or Associate Head of Faculty; Progress Leader
Responsible for	Support workers whilst supporting the teacher's own lessons
Core purpose of job	To maximise the overall progress and development of students as a teacher/form tutor
Main tasks and responsibilities of a teaching post	Within the context of national, school and faculty policy to: • Prepare for and teach all classes according to *the Kingsbury High expectations for effective teaching* • Maintain discipline using *Assertive Discipline* and *Behaviour for Learning* • Mark and assess students' work • Record and report achievement • Contribute to curriculum evaluation and development • Support and guide students • Direct support staff within one's own classroom • 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. • As form tutor, promote the progress of the individual through the school, utilising *Start the Day Right* time and one-to-one opportunities • As a form tutor ensure that the *Start the Day Right* time is effectively used • Attend all assemblies for the year group • Work towards first attaining – and then maintaining – the threshold standards, aspiring to exemplify *the Kingsbury High expectations for effective teaching*
General responsibilities	• To carry out such other tasks as are essential to fulfil the job's core purpose • To contribute positively to effective working relations within the school • To respond calmly and professionally to the challenges of school life • To present a positive impression of the school in all encounters with visitors or telephone caller and on school visits • To undertake any reasonable task requested by the Head of Faculty, Associate Head of Faculty, Progress Leader or member of the leadership group
Other remarks	This job description will be reviewed every two years

April 2014