**Job Description**

**Teacher/Tutor**

**General**

**The teaching Standards set out the expectations of every qualified teacher.**

**The responsibilities of the classroom teacher include:**

* Understanding and implementing the Safeguarding and Child Protection policies, procedures and practices.
* Consistent application of the School’s behaviour management policy, procedures and codes of dress, within the classroom, when on duty, around the corridors and whenever supervising students on trips, activities and visits.
* Planning, preparation and delivery of effective learning experiences in lessons and Period R that promote consistently high quality learning.
* Ensuring that all students, including those with special educational needs, are able to make progress.
* If absent, setting appropriate and meaningful cover work unless exceptional circumstances make that impossible.
* Working collaboratively with teaching assistants to ensure the best learning outcomes for supported students.
* The regular marking of students’ work and completion of appropriate assessments, records, and reports within the published deadlines according to the school policy, statutory regulations and examination board requirements.
* Reviewing methods of teaching and programmes of work and contributing to the development and resourcing of schemes of work as directed by the Head of Department.
* Participating in appropriate professional development activities related to the role of the class teacher or linked to departmental or whole school improvement priorities.
* Promoting and facilitating the general progress and well-being of individual students within any group assigned; providing guidance and advice to students on educational and associated matters.
* Attending meetings as outlined in the annually published schedule, subject to negotiated change.
* Ensuring that all activities are undertaken within the guidelines of the Health and Safety policy of the school and other relevant organisations. Following the correct procedures following the identification of any H&S issue.
* Implementing the Departmental and School Development Plans as they affect your particular work areas and to support the implementation of whole school initiatives.
* Undertaking duties as part of a duty team. This will include supervision at breaks in the day, before/after school and bus duties as assigned by duty team leaders.

**The Role of the Tutor**

Period R must be regarded as a learning period involving meaningful and purposeful activities; cover work should be arranged as for any other lesson.

**The responsibilities of a tutor include:**

* Following the Tutorial programme which includes attending, supervising and contributing to assemblies, literacy activities, monitoring rewards and sanctions for Tutees, mentoring and Tutorial activities, such as Circle Time.
* Registering students in the morning and afternoon: completing all parts of registration, attendance and absence procedures punctually and efficiently.
* Having a responsibility for the care, welfare and development of individuals within that Tutor Group.
* Keeping all relevant colleagues updated about information relating to any student. Liaising with colleagues regarding student progress. Where necessary, discussing issues with and providing support and advice to colleagues.
* Monitoring the conduct and appearance of students in the Tutor Group, and beyond, in accordance with the uniform policy and code of conduct. Checking that the students are properly equipped to learn.
* Acting as first point of contact for parents, keeping Key Stage Manager informed of serious issues, e.g. attendance, progress, behavioural problems, that may require further contact or the subsequent involvement of Key Stage Manager, Senior Pastoral Manager, SENCO, other senior staff or outside agencies.
* Encouraging a positive, supportive ethos of achievement within the Tutor Group; supporting them during school, year and form activities and indicating opportunities for students to undertake tasks promoting personal development.
* Liaison with SENCO and Learning Support colleagues regarding Tutees with special educational needs, learning or behavioural difficulties and medical issues.
* Contributing to and supporting the implementation of Intervention Strategies in conjunction with Key Stage Manager.
* Fulfilling the Tutor’s role in respect of School’s Behaviour Management Policy, with particular reference to behaviour monitoring, instigating reports for students causing concern and contributing to case conferences.
* Participating in appropriate professional development activities related to the role of the Tutor or school improvement work, recognising the potential for a performance management target where appropriate.
* Contributing to the planning and delivery of activities for purposeful and meaningful Period R lessons, in compliance with the programme outlined within the school’s and Key Stage Manager’s guidelines.
* Delivering aspects of Personal, Social, Health and Careers education on appointed days or during timetabled lessons.
* To attend Key Stage meetings as required.

**All Staff: Other duties and responsibilities**

* Staff not assigned to tutor groups are identified as being available to cover registers for either lower or upper school. These staff must be available in the staff room at 8.25 a.m. and 1.30 p.m. each day, subject to agreed changes.
* Those staff acting, from time to time, as co tutors are expected to carry out the responsibilities as outlined above during the time they are taking on the role of tutor.
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Terms and Conditions of Employment as directed by the DfE.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it should be so construed. In allocating time in the performance of their duties the post holder must have regard to Teachers Terms and Conditions of Employment as laid down by the DfE.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. It does not preclude any reasonable request, related to the duties of the post holder, made by a Line Manager.

**Line Manager: as teacher - Head of Department**

**as tutor – Key Stage Manager**

**Teacher/Tutor**

# Person Specification

* NQT, QTS, GT status, fulfilling all National Standards for Teachers
* Excellent knowledge of teaching subject
* Interest in professional development
* Ability to communicate effectively with adults and children
* Ability to work under direction from HOD/Key Stage Manager
* Ability to work effectively within a team
* Excellent organisation skills contributing positively to departmental and school improvement
* Functional ICT literacy
* Ability to use own initiative
* Ability to work under pressure, to be flexible and responsive
* Ability to maintain a sense of humour whatever the circumstances

Ref PS.teacher/tutor March 2016