

**PRINCE WILLIAM SCHOOL & SIXTH FORM CENTRE**

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|  | **Job Title:** | **SUBJECT TEACHER / TUTOR** |
|  | **Reports To:** | Head of Subject / Head of Department and Head of House |
|  | **Name:** |  |
|  | **Grade / TLR:** | MPS |
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|  | **Responsibility for:** | * the achievement (attainment and progress) of the students they teach * supporting the ethos, values and vision of Prince William School, based on mutual respect * promoting and developing the social, moral, spiritual, cultural and physical aptitudes in their students, providing advice and guidance where necessary * demonstrate consistently the positive attitudes, values and behaviours expected of students * set high expectations which inspire, motivate and challenge pupils |
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**TEACHING Responsibilities: (as documented in the Teacher Job Description)**

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| . | **A Teaching and Learning**  **Role** | * Plan and prepare schemes of work and supporting resources * Provide relevant, engaging and purposeful learning opportunities for in-class and out-of-class * Demonstrate secure subject knowledge * Foster and maintain student interest and address misunderstanding * Demonstrate knowledge and understanding of how students learn * Adapt teaching to respond to the strengths and needs of all students at different stages in their development, including those with SEN, high ability, EAL, disabilities, using differentiated teaching approaches * Deploy support staff effectively * Encourage students to take a responsible and conscientious attitude to their own work and study * Promote high standards of numeracy, IT and literacy * Reflect on effectiveness of lessons and approach to teaching and learning |

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|  | **B Assessment and Reporting** | * Use a range of formative and summative assessment techniques to secure students’ progress * Use relevant data to monitor progress, set targets and plan subsequent lessons * Mark students’ work regularly, providing feedback with clear targets to guide improvement * Provide termly reports on the progress and attainment of students in your classes * Participate in preparing students for external examinations, including the accurate assessment and the recording and reporting of such assessments |
|  | **C Monitoring and Review** | * Contribute to the review and development of programmes of study, teaching materials and the refinement of teaching and learning methods * Participate in the review, development and management of activities relating to curriculum, student care arrangements and school organisation * Participate in the annual school review and development processes |
|  | **D Liaison Role** | * Communicate with parents/carers of students in relation to their academic progress and behavioural concerns * Respond to parental communication promptly * Attend parent consultation meetings for students for which you have responsibility * Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support |
|  | **E Managing Behaviour** | * Promote and develop positive relationships with students * Establish clear rules and routines for behaviour within the classroom * Undertake supervisory duties, promoting good courteous behaviour * Utilise a range of strategies, including praise and sanctions, recording and reporting, in accordance with school behaviour policy |
|  | **F Student Care** | * Undertake the role of tutor, delivering the PSHE programme and supporting the personal development of your tutees * Take responsibility for the overall academic performance and well-being of tutees * Produce an annual tutor report * Promote high levels of attendance and punctuality * Participate in administrative and organisation tasks as required by the role * Attend assemblies * Offer students advice and guidance at points of transition, signposting to specialists as required * Undertake supervisor duties outside of lesson times * Promote health and safety awareness within and outside the school context |

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|  | **G Other professional responsibilities** | * Contribute to the design and provision of an engaging curriculum * Participate in supportive individual professional development through the performance appraisal process and by attendance at school-based training events * Maintain own appropriate professional development, responding to advice and feedback from colleagues * Make a positive contribution to the wider life and ethos of the department, year team and whole school |

**OTHER Responsibilities:**

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| **The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment. Staff are expected to set a positive role model to colleagues and students in line with the school’s Professional Code of Conduct.** |
| **We are all members of one community and must therefore maintain positive working relationships with all members of the school community, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves.** |
| **You are to carry out the duties of a school teacher as set out in this job description and the latest School Teachers’ Pay and Conditions Document which may be amended due to government legislation. This includes any duties as may be directed by the Principal. Your performance in this regard will be judged by your outcomes, attitudes and professional behaviours.** |

**I have read and agreed the above Job Description**

Name: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Countersigned by Line Manager: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Reviewed by the Principal: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

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|  | Initial | Date |
| Copy to Employee |  |  |
| Copy to Personnel File |  |  |
| Copy to Line Manager |  |  |