



Howe Green House School & Little Oaks Nursery School

JOB DESCRIPTION

Pre- Pre (KS1) or Prep (KS2) Form Tutor

The role of the form Tutor is to provide consistent pastoral and academic support to their class in line with the Howe Green House ethos. The role involves teaching a range of subjects as expected of a Primary trained teacher although some subjects will be taught by specialist teachers (PE & Games, DATE (Design, Art Technology & Engineering), Music, Science, Outdoor Education, and Drama (Prep only).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The job description for this role is in line with the Teacher's Standards (2011). The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Teaching

1. Planning, preparing and evaluating lessons.
2. Teaching, according to their educational need, the pupils assigned to you.
3. Setting appropriately differentiated activities and providing feedback in line with the school's Feedback policy.
4. Assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities

5. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
6. Providing guidance and advice to pupils on educational and social matters.
7. Making records and reports on the personal and social needs of the pupils.
8. Communicating and consulting with the parents of the pupils.
9. Communicating and co-operating with persons or bodies outside the School.
10. Participating in meetings arranged for any of the purposes described above.
11. Accompanying pupils on trips away from the School (day and residential).
12. Contributing to the extra-curricular side of the school by running an after school club.
13. Contributing to the wider life of the school, for example by attending occasional school events outside of normal school hours or term dates.

Assessment and reports

14. Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
15. To attend Parents' Evenings each term to provide feedback on progress and attainment.

Appraisal



16. Participating in any arrangements that may be made for teacher appraisal.
17. Contributing towards teaching assistant appraisal.

Line Management

18. Line managing the teaching assistant (s) allocated to your form.

Subject leadership

19. Acting as the subject leader for a curriculum area.
20. Fulfilling all aspects of the separate subject leader job description

Further training and development

21. Reflecting on your own teaching practice and pedagogy and being proactive in making any improvements.
22. Proactively seeking and willingly participating in continuing professional development.
23. Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Educational methods

24. Advising and co-operating with the SLT and teaching staff on the preparation and development of the teaching and wider curriculum, teaching materials, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

25. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
26. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

27. Participating in meetings at the School which relate to the curriculum of the School or the administration or organisation of the School, including pastoral arrangements.

Administration

28. Participating in administrative and organisational tasks related to such duties as are described above and the ordering and allocation of equipment and materials.
29. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the School sessions.

Flexibility

30. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.