

JOB DESCRIPTION – Junior School  
Form Tutor

This job description acts as guidance to the type of activities/tasks that the Junior School Form Tutor should engage in. It is essential that the Junior School Form Tutor shares best practice. This job description is not an absolute catch all for all Key Stages. Key Stage Leaders should develop from this document template at their discretion.

**1. GENERAL**

- 1.1 Work collegially with fellow Junior School teachers inside and outside the classroom.
- 1.2 Engage in CPD opportunities across the Junior School and school as a whole.
- 1.3 Undertake responsibilities for documentation, cover, marking etc. as delegated by the school, as and when necessary.
- 1.4 Attend regular pastoral and academic meetings.
- 1.5 Set a positive example to all members of the school community.
- 1.6 Conduct yourself with professionalism at all times.

**2. TEACHING AND LEARNING**

- 2.1 Teach lessons to the highest standard, ensuring lessons are carefully planned.
- 2.2 Ensure that your own standards of and approaches to teaching and learning are shared with colleagues.
- 2.3 As far as possible, undertake and share independent research into teaching and learning practices and issues.
- 2.4 Initiate and undertake and attend shared planning within the year level, common assessments and internal moderation.
- 2.5 Ensure that differentiated learning is planned and effectively executed.
- 2.6 Showcase excellent subject and pedagogical knowledge and continually find opportunities to develop and improve it.
- 2.7 Maintain a learning environment which is engaging and promotes critical thinking and enthusiasm for learning.
- 2.8 Collaborate with the Inclusion department to best serve the learning needs of all pupils.

**3. MARKING AND ASSESSMENT**

- 3.1 Align with the school feedback policy.
- 3.2 Ensure marking is done to a high standard on a regular basis and that work is returned to pupils promptly.
- 3.3 Ensure constructive feedback on marking which gives specific advice on how to improve.
- 3.4 Encourage peer marking to ensure pupils understand examination requirements themselves.
- 3.5 Comply fully with the assessment and reporting procedures of the Junior School.
- 3.6 Keep a record of all assessment scores to ensure that progress is benchmarked against previous scores.
- 3.7 Assist in setting and moderating common assessment tasks each term to ensure progress is tracked

#### **4. OBSERVATION AND APPRAISAL**

- 4.1 Observe other teachers in Junior School on a regular basis and offer the opportunity for them to observe you in order that good practice is widely shared.

#### **5. DOCUMENTATION**

- 5.1 Keep documentation up to date including course outlines and full schemes of work for all age groups.
- 5.2 When necessary, assist middle leaders with stock and resourcing procedures.
- 5.3 Maintain electronic documents on individual and shared drives as appropriate, including shared planning, resources, assessments, pastoral data and inset/CPD material from courses.

#### **6. TRAINING AND INSET**

- 6.1 Engage in PD as and where necessary to ensure that you are up to date with latest developments in education.
- 6.2 Offer training internally in relation to your own subject as and when appropriate.
- 6.3 Offer expertise on a whole school basis to help with school wide INSET.

#### **7. PASTORAL**

- 7.1 Model the highest standards of responsibility and personal interactions.
- 7.2 Be active in guiding pupils to be reflective about their choices and their impact on themselves and those around them.
- 7.3 Be vigilant for any safeguarding or wellbeing issues and refer them immediately to the appropriate person.
- 7.4 Contribute to the development and implementation of the school's pastoral systems including the CPHSE lessons and house activities.

#### **8. COMMUNITY**

- 8.1 Communicate regularly and transparently with parents and guardians about all aspects of your pupils' development and educational progress.
- 8.2 Contribute to the wider life of the school: field trips, ECAs, in-school events etc.