GOSFORD HILL SCHOOL
JOB DESCRIPTION: TEACHER and TUTOR

Post Title: Teacher

Purpose: To raise standards of attainment and achievement of learners

Reporting to: Faculty Leader and other relevant faculty staff where appropriate

Liaising with: Relevant Faculty staff, House Leaders and other relevant staff and parents

Working Time: Full time **Disclosure Level:** Enhanced

Salary: TMS depending on relevant experience

Key Roles and Responsibilities

Role	Responsibility
To deliver well planned and differentiated **learning and teaching** so that all students make progress	**To meet the Professional Standards for Teachers outlined by the statement of Conditions of Employment and subsequent statements.** ▪ Maintain a secure knowledge and understanding of your specialist subject and wider curriculum developments relevant to your work and to participate in relevant CPD. ▪ Carry out teaching duties in accordance with the school's schemes of work and National Curriculum. ▪ Liaise with colleagues to plan and deliver programmes of study in a collaborate way. ▪ Take into consideration the educational needs of students within teaching groups. ▪ Deliver lessons that are relevant, purposeful and challenging. ▪ Work with teaching assistants and the SENCO. ▪ Set targets for student attainment levels. ▪ Use teaching methods which engage students and stimulate their intellectual curiosity. ▪ Secure a high standard of behaviour in the classroom by establishing appropriate rules and expectations in order to facilitate learning and to deal with unwanted behaviour in the context of school policy. ▪ To share in 'rarely' cover for absent colleagues in accordance with national guidelines and Conditions of Employment and subsequent statements.
To be accountable for student's **academic progress**	▪ To be accountable for the academic achievement of students of which you have responsibility ▪ To consistently implement whole school, faculty and other relevant policies. ▪ To contribute to scheduled meetings with colleagues and parents according to the school's published programme. ▪ To participate in external examination arrangements as well as other assessment programmes. ▪ To communicate with parents concerning student progress through written reports and or profile, tracking forms. ▪ To be responsible for your teaching room(s) with regard to good order, health and safety, appearance and display. ▪ To be responsible for all use of all resources allocated to ensure value for money. Take responsibility for the supervision and security of all equipment. ▪ To share the cross curricular work of the school and to share in the responsibilities of the faculty.

To ensure high quality **Assessment, Monitoring and Reporting**	▪ Mark and monitor students' class and homework and provide constructive oral and written feedback. ▪ Keep records of student attendance to every lesson as well as classwork, homework set and completion ▪ Review and evaluate your own teaching and work programmes ▪ Report to parents through attending scheduled parent evenings and when required. ▪ To assess and keep records in accordance with school policy. ▪ Set clear targets for further achievement and monitor progress towards those targets. ▪ Recognise the level that a student is achieving and make assessments of potential against National Curriculum levels or examination grades. ▪ Participate in arrangements for preparing students for public examinations

Meetings: Attend and contribute to meetings in accordance with local and national policy

Additional duties: play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage and ensure staff and students follow this example
To promote and lead extra curricular activities in line with the traditions and expectations of the school within the context of a life work balance

Other Specific Duties:

- To share in supervisory duties according to the school's published rotas
- To keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear you pigeon hole daily
- To participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above

- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

For all staff - You have specific responsibilities under Health & Safety / Child Protection legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children / child protection concerns to a senior member of staff
- Gosford Hill School is committed to the safeguarding of children and is rigorous in its child protection policy.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

GOSFORD HILL SCHOOL
Form Tutor Job Description

Role	Responsibilities
to know, support and value tutees as individuals, and be the first point of contact for staff and parents To **Learn** with your group	- to build an understanding of tutees in respect of home background, friendship groupings, interests and needs - to use student profiles in order to support students - to respond to contacts from parents within one working day - to pass on achievements/concerns to other staff, student managers/house leaders as appropriate - to set up student mentors within the form where appropriate
to set, monitor and reward high standards in accordance with school expectations To **Lead** your group	- to ensure that all member of the tutor group are in the correct school uniform and to contact parents if changes are needed - to ensure that students know what is in the daily bulletin - to ensure that all tutees bring correct equipment to school. Black pens, pencil and a ruler in addition to specialist equipment for specific subjects. To alert parents if students are not organized for school. - to ensure that students are registered electronically at 8.50am and 3.05pm - to alert parents if a student is arriving late for school/ lessons by monitoring the electronic registration system daily - to ensure that any student who is late for registration 3 or more times in one week serves a Friday detention - to monitor the BTS system to be aware of each student's behaviour profile, and to intervene early (eg contact with parents, report card, referral through House team meetings) - to check and sign student planners weekly and use to communicate with parents - to ensure that rewards totals for individual students and the form are kept up to date - to monitor attendance figures provided weekly, and contact parents when any student falls below 95%. - to alert student managers when a student falls below 90% attendance without a valid reason
to make a positive contribution as a member of the House Tutor Team **To Inspire your group**	- to attend house team meetings/briefings - to follow the structured programme of form periods as outlined by House Leaders - to support and contribute to the leading/organization of House events - to organize students for Wise Weeks and community events
to act as an academic tutor for all tutees To **monitor** your group and help them succeed	- to be aware of students prior attainment and target grades - to set and review targets with parents and students at the September ILP day - to monitor and discuss academic progress checks with individual students - to make appropriate interventions to address underachievement (eg contact with parents, subject teachers, raising at House meetings) - to advise students on option/pathway choices using academic data - to write an annual report for each member of the tutor group

Nigel J. Sellars
Headteacher
June 2016