



JOB TITLE	KS2 Teacher/form tutor
JOB PURPOSE	The role of the KS2 teacher/form tutor co is to look after the pastoral care issues for each child in the form and deliver lessons meeting the standards within the British curriculum, ensuring that each student at our school is able to succeed and achieve highly.
REPORTING TO	KS2 Coordinator
OTHER KEY RELATIONSHIPS	Deputy Principal, Principal -Subject Leaders and Specialist Teachers
KEY RESULT AREA	MEASURES OF PERFORMANCE
<p>The teacher will demonstrate essential professional characteristics, and in particular will be:</p> <ul style="list-style-type: none"> • A trusted colleague, who is keen to work hard as a part of a team and an effective learning community; • A practitioner who is student focused and who regularly reflects on their own practice; • A teacher who is keen to improve the quality of students' learning by contributing wholeheartedly to the learning priorities as identified on the school strategic plan; • A highly effective communicator who understands and believes in the aims and values of the school. 	<ul style="list-style-type: none"> • Cohesive and collaborative working environment • Lesson observations graded as good or outstanding • Opportunity to undertake roles and responsibilities at whole school level • Positive parental feedback

Areas of Responsibility and Key Tasks	
<p>Planning, Teaching and Class Management</p> <p>Teach allocated students so that they achieve the best and work alongside the main class teacher:</p> <ul style="list-style-type: none"> • Using teaching methods which will inspire and engage students and challenge their intellectual curiosity including the use of effective and purposeful questioning; • Setting high expectations of student's behavior and manners, through well focused teaching and through positive and productive relationships in accordance with the rules and behavior policy of the school; • Planning and preparing well-resourced lessons with clear teaching objectives, which leads to achievable but challenging learning outcomes for all students; • Ensuring that every student receives suitable academic challenge in every lesson and makes progress in their learning; • Work with colleagues to constantly share, reflect and improve classroom practice and develop the curriculum with the aim of improving teaching and learning across the school; • Positively targeting and supporting individual learning needs; • Effectively using homework and other extra-curricular learning opportunities; • Establishing a purposeful and safe learning environment; • Effectively managing other adults in the classroom when required. 	<ul style="list-style-type: none"> • Lesson observations graded as 'good' or 'outstanding' • No reported incidents of poor behavior and/or effective strategies in place in response to behavioral issues • Appropriate planning in place for all subject taught • Positive relationships with children and parents, and other staff • Risk Assessments completed appropriately for all activities

<p>Monitoring, Assessment, Recording, Reporting</p> <ul style="list-style-type: none"> • Providing purposeful and regular feedback to all students so that they understand how to improve upon their own learning; • Conduct ongoing assessment of students using the school's chosen method of recording and tracking; • Analyze assessment data on a termly basis identifying individual students and cohorts of students who require further support/challenge; • Set challenging targets for all students as a result of data analysis ensuring a percentage increase of progress year on year; • Producing informative reports for parents, in a professional manner based upon tracking and assessment procedures adhered to within the school; • Meeting with parents and other interested parties as and when required, to discuss individual student progress; • Be accountable for the learning outcomes of the students in your class 	<ul style="list-style-type: none"> • Evidence that all students are aware of the progress they are making and what they need to do next to make further progress • Clear evidence of student tracking through documentation • Reports completed in a timely fashion and written in a professional manner • Regular moderation conducted • Data analysis conducted effectively which results in improved performance of all students in the class
<p>Pastoral Duties</p> <ul style="list-style-type: none"> • Establish a purposeful and safe learning environment for all student; • Ensure health and safety procedures are followed with regards to student safety; • Always attend scheduled duties and in case of absence organize cover; • Promote the general progress and well-being of individual students and of the class as a whole; • Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; • Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the 	<ul style="list-style-type: none"> • All relevant health and safety documentation completed accurately and acted upon • Effective and immediate communication with staff and parents regarding student welfare • All timetabled duties attended to in a vigilant and timely manner • PSHE included in the weekly timetable and clear outcomes evident

<p>welfare of individual students, after consultation with appropriate staff;</p> <ul style="list-style-type: none"> • Contribute to PSHE and citizenship according to the school policy. 	
<p>Personal Development</p> <ul style="list-style-type: none"> • Take responsibility for your own professional development and keep up to date with research and developments in pedagogy; • Engage with fellow colleagues 	<ul style="list-style-type: none"> • Improved personal performance • Evidence of Professional Development having an impact on school improvement • Performance Appraisal

<p>Other</p> <ul style="list-style-type: none"> • Assist in the whole school marketing initiatives and contribute to the growth of the school; • All staff must ensure that they meet their statutory responsibilities with regard to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to the professional and ethical requirements • Operate at all times within the stated policies and practices of the school; • Any other appropriate duties as allocated by members of the school's leadership team. • Promote and adhere to the school's vision and values. 	<ul style="list-style-type: none"> • Valued member of the team and organization • Impact on school growth and school improvement • All relevant health and safety documentation completed
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