



## Teacher of Primary (Upper and Lower)

Teachers of Primary at Transylvania College are both class teachers and form tutors, and play a vital role in our community. They lead academic progress and provide a constant link between home and school while leading social and emotional aspects of learning.

Please read the school's Educational Manifesto on the school's TES Career Site for guidance related to pedagogy.

Specific form tutor responsibilities are listed below:

- To attend weekly meetings with the SLT regarding the role
- To send and receive messages between home and school
- To promote the school's vision and mission in the form group
- To regularly schedule time for Leadership Notebooks within Form Time and model good practice with these
- To organise and host the teachers' Class Council once per term
- To attend events related to the form as necessary, including assemblies
- To attend meetings led by the Senior Leadership Team to discuss, monitor and implement procedures to deal with pastoral issues, PSHE, rewards and sanctions and other issues
- To keep students informed about activities in the school and circulate information from briefing meetings
- To build a relationship based on mutual trust, confidence and respect with each student
- To monitor the wellbeing of the students and make referrals as necessary to the Wellbeing Team
- To monitor general student relationships within the form group
- To liaise with the Discipline Committee and/or Senior Leadership Team on disciplinary issues where necessary
- To allocate a "buddy" to assist in the induction of new students, and ensuring new students are given copies of the form timetable and Leadership Notebook
- To check the allocation of students into Houses.

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- To allocate Leadership roles and responsibilities within the form group.
- To participate in the guidance and transition of students at key points, including sharing information with parents
- To encourage, by example and by support, student participation in the wider life of the school: to encourage them to belong to various clubs, to get involved in various activities.
- To personally keep an accurate record of attendance using the school's agreed procedures
- To monitor absence, ensuring that parent's requests are completed using the online form (in advance) and that all relevant staff are made aware of longer periods of authorised absence
- To monitor the overall academic performance and progress of students in the Tutor Group
- To deliver Personal, Social, Health and Economic Education (PSHE) and Leadership Time.
- To complete official class documents ("catalog" and "carnet de elev"), and inform parents on progress regularly.
- To organise at least one cultural trip/visit with the Form Group during a school year.
- To monitor the cleanliness of the Form Room, lockers and adjacent corridor
- To submit a report on the activities and results of the class at the end of the school year
- To undertake other tasks as may from time to time be required within the overall scope of a Form Tutor

#### Registration Period (Morning 08:45 - 09:00)

During this time the form tutor is expected to do the following.

- Take the register
- Check uniform and deal with any issues that arise from this.
- Relay any notices, messages, letters, etc.
- Check Leadership notebooks for the following;
  - Homework recorded
  - Homework completed
  - Targets set and reviewed
- Contact home if required on any of the above issues.
- Provide PSHE tasks related to Leadership, Social and Emotional Learning or Citizenship.

During PSHE class Form Tutors should do the following.

- Prepare for assemblies
- Teach lessons from the Leader in Me handbook

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This is a job description only and is not a comprehensive definition of the post. As such Form Tutors should carry out all other duties which the Senior Leadership Team considers as being reasonable. This job description may be modified from time to time and will be reviewed annually.

Being a tutor is a critically important job in our school. It is not an add-on, but a core role that contributes to teaching and learning. The role requires diplomacy and genuineness, among many other skills and talents, but it's also one that offers the potential for immense rewards.

Reviewed by SLT

September 2017

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