



The Hampshire School

C H E L S E A

Job Title: **Classroom/Form Tutor**

Responsible to: **Head**

Overview

The Class Teacher/Form Tutor is a key role at the Hampshire School Chelsea. Form Tutors must interact well with colleagues, parents and pupils in all aspects of school life and drive the academic, spiritual, social and emotional development of the pupils by creating a positive and 'team-orientated' classroom environment. A secure understanding of the key academic and pastoral policies (curriculum, assessment and positive behaviour) for all Form Tutors is essential plus familiarity with the requirements of national standardised tests, e.g. CATS, PASS, PTE/PTM, PTE. Knowledge of the 7+, 8+ and 11+ examinations and NGRT, NGST assessments is expected.

The Form Tutor role includes the following key areas:

Planning, Teaching and Class Management:

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- differentiating tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations and challenges
- setting clear targets, building on prior attainment identifying SEN, EAL and more able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment for learning and ensuring coverage of programmes of study
- ensuring effective teaching and best use of available time, maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
 1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 3. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning literacy and numeracy (as applicable)

- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively

Monitoring, Assessment, Recording, Reporting:

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To mark and monitor pupils' work and set targets for progress
- To assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- To undertake assessment of pupils as requested by departmental and school procedures
- To prepare and present informative reports to parents

Curriculum Development:

- To contribute to the School Development and Progress Plan and, in partnership with colleagues, meet school development targets

Classroom Environment

- Provide a welcoming and positive environment for the pupils by displaying pupil's work in a stimulating and interesting way in the classroom
- To ensure that the classroom is tidy before a new term starts and after a term has ended
- To ensure that bags are left safely and tidily in an appropriate place
- Create and maintain a stimulating learning environment for the pupils with thought provoking displays reflecting current work
- To contribute to displays in public areas of the school
- To ensure that a 'Growth Mindset' display is present
- To ensure that reference to the School's 'Five Core Values' is present

Pupils (Pastoral)

- Promote the general progress and wellbeing of every pupil
- To be responsible for the pastoral care of each child within the class
- To be on the lookout for any signs of abuse in relation to one's safeguarding responsibilities
- To be on the lookout for any signs of physical and emotional bullying
- To follow the Visiting Speaker protocol
- Be aware of the school policies on anti-bullying and positive behaviour and where incidents are suspected/occur, investigate quickly and log any incident on the Class Behaviour Tracker and liaise with the Head of Pastoral Care when appropriate
- To manage the social relationships between pupils and encourage the mixing of boys and girls during form periods and PSHEE
- Inform staff at morning briefing about any behavioural or social issues.
- To expect the highest standards of behaviour; including: conduct on the playground, lining up sensibly and quietly outside any classroom, arriving for assembly and lunch
- To expect high standards of presentation; especially, ensuring that shirts are tucked in
- To implement and monitor the use of a pupil Target Card if required
- To maintain the individual trackers each term and liaise with specialist teachers to ensure that contributions are being made

- To integrate new pupils into the classroom environment by: ensuring that they have the resources they need and assigning a 'buddy' from the class to help them with settling in

Pupils (Academic)

- Monitor pupils' performance in the different subject areas and support each pupil in reaching the required goals
- Contribute to and monitor the extra-curricular development of the pupils and to events such as drama productions, assembly plays etc.
- To support curriculum enrichment opportunities e.g. school events that directly involve your Form and to offer help when needed, e.g. concerts, plays, Sports Day, Class Assembly etc.
- Ensure that the pupils are well organised, arrive to lessons on time and are able to manage their daily routines as efficiently as possible
- Help to support pupils with strategies if they are having difficulties with organisation, behaviour, friendships etc.
- Inform staff at morning briefing about any important academic issues
- To check each pupil's homework diary and ensure that it is being used correctly

Health and Safety

- Comply with the School's Health and Safety Policy
- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment e.g. I-Pads
- Communicate regularly with the relevant colleague about any Health and Safety issues regarding the welfare or safety of the pupils
- Be secure with the school's fire safety procedures and participate professionally in fire drills
- Register the attendance of pupils in the morning and afternoon via ISAMS
- Ensure that ratios are maintained

Parents

- Maintain and support effective liaison between school and parents with regard to each child's progress
- To use a pupil's homework diary as one form of communication with parents
- Liaise with parents, when appropriate, to address any behavioural or social issues. Follow the school's behaviour policy at all times and record meetings with parents on the T-Drive
- Be available to discuss the academic, social and physical development of the child with his/her parents
- Encourage parental involvement in the education of each child

General Duties

- To write detailed school reports on each pupil as per the assessment policy which relate to their development and learning
- To attend the annual summer residential trip where relevant
- To support the Head of Academic with pupil references to future schools, as required
- Ensure that a meeting takes place where academic and pastoral information of each pupil in your form is shared with the next Form Tutor. This should occur between 'Move Up Morning' and the end of the Summer Term.

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 the Head, and any member of the Senior

Leadership Team, to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head and staff and is be reviewed annually.