SPENCER
ACADEMIES TRUST

Job Description

Establishment: John Port Spencer Academy
Post Title: Teacher of Sociology and Form Tutor
Grade/Pay Range: MPS/UPS
Hours/weeks: Full time and permanent
Reporting to: Director of Faculty
Department/Team: Humanities/Social Sciences

Overall Purpose of Post:
To achieve the priorities set out in the school improvement plan (SIP) and the aims of the school, specifically, to work in such a way as to raise the quality of teaching, the quality of learning and standard of achievement/progress of all students.

Duties and Responsibilities of a Teacher

- Strive to create a stimulating and well-managed classroom atmosphere within which students gain success, interest and motivation.
- Plan and deliver consistently good lessons where students make progress.
- To monitor student progress and intervene where appropriate, completing personal intervention plans where directed.
- To be aware of the performance of pupils in target groups (PP, SEND) and put strategies in place to 'close the gap'
- To input accurate and reliable data into the school MIS.
- To participate fully in school and faculty review processes as well as Performance Management
- Strive to operate as an effective member of the faculty.
- Follow the School Assessment Policy on the setting, marking, recording and reporting of students' work.
- Prepare lesson material fully and in good time following faculty policy.
- Strive to deliver lesson material with due regard to broader issues, particularly with respect to equal opportunities.
- To complete additional tasks as directed by the appropriate Director of Teaching and Learning.
- Attend Faculty meetings and become involved in any aspect of the faculty's cross-curricular work.
- Perform statutory break and bus duties as required.
- Act as a Form Tutor as required, as an effective member of the guidance team responsible to the appropriate Head of Year/Pastoral Manager.
- To participate in recording and assessment activities.
- To participate in meetings with parents.
- To play an active role in any new learning initiatives undertaken by the faculty.
- To promote and encourage good behaviour on the part of students during the school day.
- To assist with the setting, preparation and marking of internal examinations.
- To be responsible for displays in the room or area where most teaching takes place.

Duties and Responsibilities of a Form Tutor

- Form Tutors are the first point of contact with students in school and a key aspect of their responsibilities is to monitor the progress of each individual within the group.
- To be proactive in discussing progress data with students and identifying barriers to learning. This

may include completing support and intervention documents

- **Reports and Records** – any information of a confidential nature should be referred to the Head of Year/Pastoral Manager/Assistant Headteacher. The Form Tutor is expected to comment on Reports and to cover aspects of achievement and personality, which are not covered by academic reports.
- **References and Special Reports** – Form Tutors are expected to prepare, in consultation with colleagues, initial drafts for references, testimonials, reports to outside agencies etc. as required.
- **Personal Appearance and Conduct** – Form Tutors are expected to keep a general eye on the personal appearance and behaviour of their charges and to insist on high standards.
- **Student Passports** – Form Tutors should check and initial Student Passports regularly.
- **Tutor Form Time** – this should be used purposefully and profitably. The periods may be used for a variety of purposes beyond the routine matters of Tutorial Work, as drawn up by the year team.
- **Assemblies** – Form Tutors are expected to mentor groups of students during assembly time. This will also include completing individual impact reports to monitor the progress of students.
- **House and Year Team Meetings** – in accordance with the calendar of meetings. Form Tutors are expected to attend meetings chaired by the Head of Year/Pastoral Manager.
- **Relations with Parents** – Form Tutors are encouraged to foster good home-school relationships but are advised not to undertake home visits without prior reference to the Head of Year/Pastoral Manager.

Other Duties of teachers/form tutors

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:
Signature:
Date:

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Person Specification

	Essential	Desirable
Qualifications and experience		
Qualified Teacher Status	√	
Teaching in a Secondary school	√	
Preparing and delivering lessons to classes containing over a range of ages and abilities	√	
Marking and giving appropriate dialogue and feedback	√	
Maintaining and tracking student progress and development	√	
Continually improving personal subject knowledge	√	
Producing and using curriculum materials and resources	√	
Undertaking pastoral duties	√	
Preparing students for qualifications and external examinations	√	
Managing student behaviour effectively	√	
Applying school policies and procedures	√	
Successfully meeting the Teacher Standards	√	
Supporting and supervising the work of Teaching Assistants	√	
Participating in extra-curricular activities	√	
Participating in school meetings	√	
Working with parents to improve the educational outcomes for students	√	
Liaising with other professionals	√	
Undergoing regular observations	√	
Participating in INSET and CPD sessions	√	
Knowledge and skills		
Evidence of additional recent and continuing professional development	√	
Ability to work calmly under pressure	√	
Ability to communicate clearly orally and in writing	√	
Ability to work collaboratively with others	√	
Ability to work within school-based systems and specified timelines	√	
Working knowledge of a range of administration procedures		√
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems		√
SIMS management information system		√
A range of teaching and learning strategies that can ensure the academic progress of all students	√	
National Curriculum and Exam board specifications	√	
Methods to accurately assess, monitor, record and report student performance	√	
The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, Safeguarding and SEND	√	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	
Efficient and meticulous in organisation	√	
Able to follow direction and work in collaboration with the leadership team	√	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	√	
Ability to evaluate own development needs and those of others and to address them	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community.	√	