GENERIC JOB PROFILE: CLASSROOM TEACHER AND FORM TUTOR

1. PURPOSE OF POST

The role of the teacher is to:

* teach classes as set out in the school's curricular and timetable arrangements
* prepare work for students in line with the appropriate schemes of work
* assess students' work in line with school target setting and monitoring policies
* report on students' work to parents
* contribute to a Pastoral Team, usually as a form tutor

2. LINE MANAGEMENT

Teachers are responsible to the Headteacher via:

* the Head of department for their mainstream teaching activities
* the Heads of Year and Assistant Headteachers for their tutorial responsibilities (see **4. Form Tutor Responsibilities**)

3. DUTIES AND RESPONSIBILITIES (CLASSROOM TEACHER)

Teachers will:

* teach their classes in accordance with the relevant scheme of work
* mark students' work in accordance with the school's assessment practices
* keep records of students' achievements in line with school policies and procedures
* report to parents as required by school policies and the annual calendar
* participate in subject planning and organisation under the direction of the Subject Leader/Head of Department
* review their training needs regularly with the Line Manager and attend appropriate training courses
* attend meetings, parents' evenings and other directed time events as required
* undertake a role (usually that of form tutor) within the school's pastoral system, and carry out the various responsibilities attached to such a role under the direction of pastoral staff
* A teacher may be called upon to perform any other professional duty which may reasonably be determined by the Headteacher

4. DUTIES AND RESPONSIBILITIES (TUTOR)

1. To be responsible for helping students to understand the ethos and standards of the school.

2. To help, support and assist students to deal with any difficulties that they may have.

3. To be involved in the general welfare of the students in his/her care.

4. To monitor the progress of students in consultation with other teachers.

5. To ensure that students wear the correct school uniform appropriately

6. To monitor student planners on a regular basis

7. To foster interest and enthusiasm in extra curricular, year group and community activities

8. To inform the tutor group of school routines (see Staff Reference Handbook and Planner).

9. To monitor and maintain records of attendance, punctuality, etc.

10. To ensure an orderly start to the day by establishing effective tutorial routines

11. To have full involvement in reporting procedures and to seek and establish parental co-operation when necessary.

12. To support the record keeping system by keeping pastoral staff up to date with information about students in the Tutor Group and to assist in the writing of references.

13. To be a key figure in communications between students, teachers and parents.

CONCLUSION

Tutors share responsibility for personal development and should have an interest in the student's future as well as their past. The tutor's role is therefore an extension of the provision of a range of experiences which will enable a student to achieve the knowledge, skills, values, habits, attitudes and ways of behaving that will stand her/him in good stead in subsequent stages of development.