



THE FITZWIMARC SCHOOL

JOB DESCRIPTION

POST:	Teacher/Form Tutor
RESPONSIBLE TO:	Head of department/Head of year
ALLOWANCE ATTACHED TO THE POST:	TMS/UPS relevant to experience
POSTHOLDER:	
DUTIES:	The School Teachers' Pay and Conditions Document (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

FORM TUTOR

The form tutor has a key role in the personal development of the pupil. S/he should ensure that each pupil is known well, that their progress is checked and followed with interest and that guidance is available when needed.

GENERAL RESPONSIBILITIES

- 1.1 To know the individuals within the form group well and to establish and maintain the highest possible standards of work, behaviour and appearance.
- 1.2 To be the first point of contact for parents/carers
- 1.3 To monitor the class appraisal book (Year 7 and 8 only).
- 1.4 To respond appropriately to any problems that may arise in the tutor group either by dealing with them and/or by referring them to the Head of Year or relevant Head of Department.
- 1.5 To assess the impact of Skills for Life syllabus ensuring that pupils complete tasks to the highest standards.
- 1.6 To counsel pupils and to provide guidance and advice to the pupils on matters such as their present and future education and option or career choices in liaison with the Independent Advice and Guidance service.
- 1.7 To liaise with subject teachers in order to encourage and monitor the academic development of the pupils.
- 1.8 To communicate with parents where appropriate (in conjunction with the Year Head), including seeing parents at parents' evenings.
- 1.9 To attend assemblies and information meetings in a supervisory role.
- 1.10 To register the attendance and punctuality of the pupils and to ensure the collection of absence notes and sick notes etc. by alerting relevant support staff and to record absence codes on the OMR.
- 1.11 To ensure that information is passed on to pupils as required.
- 1.12 To attend form tutor meetings as required.
- 1.13 To ensure the proper and safe treatment of the form room and form notices.
- 1.14 To monitor the correct use of the Pupil Organisers, referring any concerns or successes to the Year Head.

- 1.15 To monitor the compilation of the Employability for Life Charter in years 10 and 11.
- 1.16 To complete a form tutor page on the school report.
- 1.17 To take an active role in the mentoring process in accordance with school guidelines.
- 1.18 To oversee Tutor Council meetings ensuring that information is communicated promptly and appropriately and that all pupils have the opportunity to contribute.

TEACHER

GENERAL RESPONSIBILITIES

CURRICULUM

1. To prepare, teach and evaluate lessons in accordance with statutory requirements, school aims and objectives, school policies and department schemes of work.
2. To use a range of teaching and learning strategies and resources including personalisation, differentiation and Assessment for Learning so that individual pupils have access to the curriculum.
3. To contribute to the teaching of cross-curricular themes, skills and dimensions such as The Personal Learning and Thinking Skills.
4. To assist, as necessary, the head of department in the production of schemes of work.

PUPILS

1. To support the school policy on behaviour, discipline and pupil welfare in the classroom. To communicate problems of a pastoral nature to the Year Head and problems of an academic nature to the relevant Head of Department.
2. To ensure that pupils use equipment safely.
3. To display pupils' work and maintain a tidy, safe and stimulating working environment.
4. To liaise with the Learning Support Department and the form tutor over pupils with special educational needs and to modify teaching accordingly.
5. To ensure that targets outlined in a pupil's Profile are pursued.
6. To liaise with and clarify the role of any support teacher allocated to the class.
7. To promote the use of the Library and the Virtual Learning Environment.
8. To keep a record of pupil attendance at, and punctuality to, lessons and report any notable observations to the Attendance Officer and Head of Year.
9. To ensure that homework is set in accordance with the homework timetable and recorded in the Pupil Organiser.
10. To ensure that the reward systems and sanctions are used.
11. To set and maintain high standards of pupil work in the classroom.
12. To ensure that pupils abide by the school's Code of Conduct.
13. To ensure that pupils abide by the school's uniform code.
14. To engender an ethos of hard work and achievement and to use the school's rewards system appropriately

ASSESSMENT

1. To assess pupils' work in accordance with statutory requirements and school and department policies. To maintain a record of pupils' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.
2. To write reports on pupils and attend meetings with parents.
3. To assist the Head of Department in setting and marking internal examinations.
4. To ensure that external examination requirements are satisfied.
5. To recommend individual pupils for particular examination courses.
6. To use pupil performance data in lesson planning.
7. To effectively use the schools' tracking and monitoring systems to track pupil progress and implement appropriate strategies for raising the achievement of each student.

DUTIES

1. To undertake duties before school and at break on a rota basis.
2. To supervise school examinations as necessary.
3. When required to supervise any pupils where a teacher is absent and in compliance with the school's 'Rarely Cover Policy'.

GENERAL

- To support wherever possible the schools' specialist status.
- To take reasonable care of department resources and to account for any equipment used.
- To attend department meetings and assist in planning and evaluation.
- To set cover work when on known leave of absence and to seek to when ill.
- To report anything which could endanger or threaten the health and safety of pupils or staff to the Head of Department and comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, professional development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by(Postholder)

And(Headteacher) Date