

Job Descriptions

Subject Teacher

Job Purpose:

To support the ethos of the school in all aspects of teaching and the other areas of work required, as expressed in the School Aims and Motto - "Comprehensive Excellence".

Responsibilities:

- To teach a programme of lessons as directed by the Head of Department and ensure that lessons are prepared thoroughly
- To set homework, according to the published homework timetable, that is appropriate to the age and ability of the students.
- To mark work on a regular basis and carry out other assessments as required.
- To pay due regard to the students with SEN ensuring that the teaching of these students is as good as possible.
- To encourage all students towards reaching their potential, by motivating them through good teaching. This should involve use of appropriate variety of methods, sound classroom management and setting realistic goals
- To attend and participate in staff and department meetings as required and to help to develop department policies.
- To contribute towards the running of the department, for example by helping to prepare schemes of work, initiating and sharing ideas.
- To maintain clear records in accordance with department and school policies and practice.
- To write student reports in accordance with the school's report writing procedures.
- To support school policies which contribute to good order, discipline and day to day running of a school.
- To contribute towards the community life of the school through support of school events such as Sport's Day, Presentation Evening and Parents' Evenings.
- To play an active role in keeping abreast of subject areas as well as participating in relevant professional development.
- To carry out any other reasonable duty as directed by the Principal.

The role of the Form Tutor

Overall ethos

The Tutor system is highly valued and much praised within the school and beyond. Please promote it. Support your students; be there when they need you; talk to them; give them confidence; give them a push if necessary. Try to get to know them as individuals and make each one feel valued. Give as much praise as possible. Establish a strong and positive relationship. Be a good role model. The start of the day sets the tone for the whole day.

Form tutors are the initial point of contact for parents regarding both academic and pastoral issues. They are also a member of a Year Team; and will be supported by other team members and Head of Key Stage.

Responsibilities of Form Tutor

Register/Attendance/Information

- The register is a legal document and therefore needs to be accurate. Ensure that entries are made accurately to Facility E-Portal. Collect and collate notes from parents and update the system as appropriate.
- Chase notes for absences. The office will phone home on the first day of absence (if no call from parents). Discuss attendance issues with HOY/KSC. Letters will be sent home if attendance falls below 80% and EWO will be involved.
- Pass on any information – letters and notes – contained within the tutor folder. Return your tutor folder to the office after each registration.

Tutor assembly/collective worship

- This is a legal requirement. Know the assembly theme. Prepare a 'thought for the day'. Brief notes on the theme are provided on a termly basis.
- Attend the year group assembly on a rotational basis.

Target setting interviews/overview of academic progress

- Students will be required to attend assembly 2 or 3 times per week. However, on a regular basis you will withdraw individuals for target setting interviews. You should aim to see each student once per term. Set academic and/or pastoral targets by linking with reports or progress files. Targets should be recorded by you and retained in your orange folder. The student should record the target in their planner. Keep a record of progress with targets. Record your discussions.
- You are entitled to have a lesson covered occasionally to ensure target setting interviews are completed. They are seen as critical in ensuring every child feels known and valued individually. See your Head of Year to arrange this.

Timetables

- Issue personal timetables to students. Ensure these are copied into student's planner. If planners are subsequently lost, a duplicate timetable can be printed from E-Portal.

Planners/Homework

- Ensure students copy their homework timetable into their planner. Each term students should enter the 2 homework subjects per day. Ensure this is complete. Planners should be checked and signed regularly – at least once a fortnight.
- If you have any concerns let HOY/KSC know. It may be appropriate to put a student on homework report (HOY/KSC will organise this). If this happens, check the homework report daily.
- Respond to any comments from parents.
- Know what is in the planner – rules and code of conduct. Discuss these with your tutor group. Discuss revision, study skills and organisational skills.

Merits

- Complete a Head of Year/Key Stage merit card (or use the HOY sticker) for each set of 8 merits earned. Pass the card to Head of Year or Key Stage Co-ordinator for signature and issue in assembly.

Reports

- ❖ Write a tutor comment on interim and full report.

Uniform

- Visually check uniform each morning. Remind students of the rules. Liaise with HOY/KSC regarding putting students on uniform report as necessary. If this happens, check the uniform report daily.

Behaviour

- ✓ On receipt of blue or yellow cards, discuss the contents with the student. Pass the card to HOY/KSC. Records of numbers of cards per student are kept and standard letters are generated if necessary. It is therefore important to pass these documents to HOY/KSC promptly.
- ✓ Discuss with HOY/KSC any recommendation for behaviour report. Check this daily.

Tutor meetings

- ❖ Attend the half termly meeting with HOY/KSC. Bring your target setting folder to the meeting.

Duty Team

- See the relevant pages of the handbook. Ensure you are prompt for your duty. The start of a duty period is when problems or accidents are most likely to occur.

Parents' Evenings

- Be prepared to offer tutor appointments. Parents often like the opportunity to meet their son/daughter's tutor.

Tutor Group Activities

The curriculum development group felt there should be some kind of focus or a set of activities which the tutors could dip into if they had time on non-assembly days. Suggestions were:

- Year 7 Settling in / School Council
- Year 8 Responsibilities within school / Progress files
- Year 9 Option choices
- Year 10 Study skills
- Year 11 World of work / Careers advice / Prefects

Other suggestions

- There could be a 'challenge for the tutor groups' for each term.
- There could be a 'hall of fame' for tutor group achievement.
- Themes provided by the PSE department:
 - Health Education
 - Drug awareness
 - Citizenship
 - Environmental issues
 - Multicultural issues
 - Careers Education and progression to Sixth Form
 - Industrial and economic awareness
 - Community links

Key skills activities are appropriate:

- ICT
- Problem solving
- Working together
- Communicating
- Improving own performance
- Numeracy
- Literacy