

## JOB DESCRIPTION: Main Scale Teacher and Form Tutor

PURPOSE:	To promote students' learning and be accountable for their progress, attainment, behaviour and safety in the classes that you teach To raise standards of students' achievement, attitude to learning and wellbeing, offering support and guidance and acting a professional role model within the school
RESPONSIBLE TO:	A Head of Subject
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE/ WORKING TIME:	As set out in the Conditions of Service for Teachers as presented in the School Teachers Pay and Conditions Document published by the DfE; appointed on the JCoSS scale (equivalent to MPS with Outer London Allowance) in accordance with experience.

### MAIN DUTIES

#### Professional Standards

- Fulfil the national Teachers' Standards
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Act as a positive role model in terms of professional appearance, conduct, punctuality and attendance
- Maintain a purposeful and calm atmosphere in the classroom, upholding and applying agreed policies and practice for learning, behaviour and uniform in a consistent, firm and non-confrontational manner
- Take responsibility for professional development and progression, making full use of opportunities and training provided by the school
- Attend team and staff meetings as appropriate, contributing actively whenever possible

#### Teaching and Learning

- Carry out teaching duties in accordance with the school's Schemes of Learning, the National Curriculum (where applicable) and public examinations specifications
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy, ensuring that all students make progress towards clear learning objectives
- Liaise with other colleagues to prepare and deliver units of learning in a collaborative way (the contribution reflecting the post holder's level of responsibility)
- Work closely with teaching and other support assistants in ensuring that suitably differentiated material and learning pathways are provided to challenge all students
- With departmental colleagues, set appropriate aspirational targets for student attainment based on prior data
- Set work for students absent from lessons in line with the school's policies
- Contribute to the school's timetabled Enrichment programme with all year groups

### **Assessment, Recording & Reporting**

- Maintain rigorous and accurate records, including students' attainment, attendance, home learning, behaviour and outline lesson plans
- Assess and return work (in line with the school's Assessment Policy) on a regular basis, including feedback for improvement for each student
- Write reports on students when required within the school's assessment cycle and additional "round robin" reports when requested.
- Provide and input academic progress data in accordance within the school's assessment cycle; analyse that data and use it to inform planning, teaching and other interventions as required
- Assist the Head of Subject in carrying out suitable evaluation and analysis of examination results and performance at the beginning of the academic year and agreeing actions as necessary
- Liaise in a timely way with individual parents on students' progress as necessary and reasonable, including attendance at consultation evenings
- Work within the code of practice relating to Disability and Special Educational Needs, liaising as necessary with the Learning Support Department and the Pears Special Resource Provision team.

### **Form Tutor**

- Ensure the accuracy of registers and co-operate with school systems for collecting absence notes
- Monitor the academic progress of each student using data and alert relevant subject staff and/or the Year Learning Coordinator or senior staff if there are any areas of concern
- Build relationships with all students and be available when needed to listen and offer support and encouragement
- Maintain high standards within the form including monitoring attendance, punctuality, uniform, homework records, attitude and behaviour
- Teach a weekly PSHCE lesson
- Disseminate school information, including timetables, and messages from other staff
- Write annual tutor reports and any special reports or references as required
- Attend Parents' Consultation Meetings and Year Team Meetings
- Make routine contact with parents in liaison with the YLC

### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure students follow this example
- To support appropriate extra-curricular activities to provide opportunities for students to excel outside their classroom activities.
- To continue personal professional development
- To engage actively in the appraisal process
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Main Scale Teacher and Form Tutor

### Qualifications

- Qualified Teacher Status
- Qualification to the equivalent of degree level in specialist subject or a related subject

### Work-related knowledge, experience and skills

- Secure knowledge and understanding of the specialist subject at KS3, KS4, A Level and/or BTEC as appropriate, and of strategies that improve understanding
- A good classroom practitioner with evidence of setting appropriate expectations to advance learning and to engage and motivate students.
- Ability to encourage and maintain good order and discipline through well focused teaching, positive relationships and good classroom management
- Ability to use appropriately a range of differentiated teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students
- Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons
- Ability to make good use of ICT as a teaching and learning resource and for professional practice
- Knowledge of how to give positive and targeted support to students with special educational needs
- Ability to reflect on own practice

### Personal skills and attributes

- Willingness to support the pluralist Jewish ethos of the school
- Determination to encourage the highest quality of learning experience for all students
- Commitment to equal opportunities
- Ability to establish good and productive working relationships, and work well in a team
- Ability to communicate effectively to staff, students, parents, orally and in writing
- Ability to manage workload and meet deadlines
- Ability to empathise with young people and be firm, fair and consistent when dealing with them
- Excellent attendance and punctuality
- Ability to work in and lead a team
- Enthusiasm, personal dynamism and stamina
- Sense of humour and perspective
- Ambition & personal presence
- Ability and willingness to offer extra-curricular activities
- Ability to use research evidence to inform and improve teaching