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<b>KS2/KS3 Form Tutor -</b>	Definition of role, duties and areas of responsibility.
<b>Postholder -</b>	..... Name
<b>Responsibility points -</b>	Common Pay Spine
<b>Other areas of responsibility -</b>	..... If applicable
<b>Job summary -</b>	To serve as a member of a specified year team and have responsibility for the pastoral care, welfare and discipline of a designated registration/teaching groups; and maintain an overview of individual student's attainment and progress in both the statutory and non-statutory curriculum.

**NOTE** – *It is possible that the following job description may be amended at any time in the light of new or amended government legislation and or LEA or school requirements. Any changes will not take place without prior consultation with the above post holder. This job specification will be reviewed annually.*

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## **Accountability, Organisation and Management Responsibilities**

### **Together with the Headteacher and all teaching staff -**

1. be in the school at least 10 minutes before the start and at least 10 minutes after, both morning and afternoon teaching sessions;
  2. be on station in the school or playground 5 minutes before the start of both morning and afternoon teaching sessions;
  3. oversee the movement of the teaching group / class you have responsibility for within the area you are working i.e. at the start and end of morning and afternoon sessions, breaks and during lesson changes;
  4. ensure the classrooms you teach in and public areas of the school are used appropriately and to best advantage, in order to facilitate student's learning;
  5. be responsible for providing students work to display in your own classroom and share responsibility for providing student's work for display in other specified area of the school in which you are based. Individual teachers should ensure that all work provided is effectively displayed and is of high quality;
  6. maintain and oversight of the general fabric of the classrooms, including public areas cloak rooms, toilets and other shared areas that you are working in and take effective action to prevent and deal with instances of malicious damage or misuse and to advise SLT / Site Agent as soon as possible, of any items that need repair, removal and / or replacement;
  7. ensure that classrooms, year areas and cloakrooms are tidily maintained and that furniture,
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8. ensure that classrooms, stock cupboards and specialist areas, in which you have been working, are secure i.e. that doors are locked and windows are closed and fastened;
  9. ensure that building security is maintained in line with school guidelines in order to safeguard the occupants of the building, their belongings and school materials and equipment;
  10. attend regular meetings (minimum requirement as directed) in order to discuss issues relating to the operation, management and organisation of the school / year group to which you are attached and to facilitate information exchange;
  11. attend staff, curriculum, tracking / target setting meetings and any other meeting as directed by the Headteacher which are necessary to fully discharge your professional duties;
  12. undertake playground, detention, bus and other duties and to deliver a whole school assembly on a shared rota basis;
  13. maintain an up to date knowledge of the school's policies and procedures;
  14. ensure that all Health and Safety legislation and best practice is fully adhered to and that any potential risks and / or hazards are reported promptly to a member of the Health and Safety Committee, Site Agent, or member of the SLT.

## **Curricular and Pastoral Responsibilities and Accountability**

### **Together with the Headteacher and all teaching staff -**

1. have overall responsibility for the pastoral care, welfare and discipline of students in your designated Tutor Group and teaching groups ;
2. maintain an up to date knowledge of all relevant information e.g. target setting, tracking attainment and behaviour data pertaining to student's in your Tutor / teaching groups as well as across the school and assist administration and support staff in ensuring that such information is kept up to date in student's CPR's (Child's Personal Record) etc.;
3. work in co-operation with the school's SLT, Directors, Administration and Support Staff and the School Attendance Officer to maintain and improve student attendance;
4. assist the Directors especially Student Support and Student Well Being in the identification of students with special educational needs i.e. students with specific learning and behavioural difficulties as well as those who are identified as gifted and talented;
5. take joint responsibility with the Director of Student Well Being for the induction of any new students who are admitted into your registration/teaching groups / school;
6. serve as a 'Form Tutor' and where relevant, take joint responsibility for elements of the PSHE curriculum.
7. ensure 'behaviour records' are kept on individual students across the school and in your Tutor / teaching groups who have socialisation and behavioural difficulties;
8. In conjunction with the Director for Student Well Being undertake a primary counselling role to deal with students social and behavioural problems and where deemed necessary discuss with senior staff the need to refer students with specific difficulties to outside agencies;

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9. have an awareness of and work in co-operation with outside agencies which may offer help and support to students with welfare and academic concerns and record any direct involvement with these agencies;
  10. attend and where appropriate arrange meetings with staff, governors parents and other professionals to discuss student's academic, social, and behavioural problems and to assist in putting in place procedures for dealing with such problems;
  11. undertake teaching duties as required and to ensure all lessons are adequately planned, prepared, delivered, in line with the school's policies and guidelines on the planning of lessons;
  12. ensure that all student's work is presented, marked, assessed and feedback provided in line with the school's policies and guidelines on 'Presentation, Marking and Feedback and Assessment, Recording and Reporting and that assessment information is used effectively to plan future learning needs and predict future performance.
  13. maintain accurate assessment records and ensure all relevant assessment data is presented to the schools' data manager for entry into the SIMS Assessment Manager Data base.
  14. in conjunction with Curriculum Directors maintain an overview of individual students academic progress and level of attainment in your tutor / teaching groups;
  15. adhere to the schools reporting policy and practices and use these to produce annual progress and termly tracking reports to inform parents of their child's attainment, progress and effort;
  16. ensure that Homework and Home Studies are regularly set and marked in line with the schools Homework /Home Study policies and guidelines;
  17. ensure that the 'Link Book' system is being maintained;
  18. ensure that non-contact time i.e. Planning, Preparation and Marking time (PPA) and Management Time are use appropriately and with the knowledge that Management Time may be utilised by the SLT in order to undertake specified task as directed by the SLT.
  19. maintain an up-to-date knowledge of current educational issues and practices and implement and uphold the statutory national as well as the agreed local and school based pastoral, welfare and curriculum policies/schemes of work especially those relevant to students at KS2 and KS3.
  20. undertake any additional duties as are necessary to fully discharge your professional duties.

Signature of post holder .....

Date .....

**Julie Hodgson.**  
Headteacher

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