



THE HIGHCREST ACADEMY JOB DESCRIPTION

CLASSROOM TEACHER AND FORM TUTOR

Job purpose: You will be directly accountable for the academic achievement, behaviour and pastoral care of those students in your teaching and form groups. You will be accountable for implementing the academy's pastoral policies for the form you support, including Behaviour, Pastoral, Life Lesson, Racial Equality, Anti-bullying, Uniform, Attendance, Punctuality and Core Routines.

CLASSROOM TEACHER

Responsible to: The relevant Head of Department and ultimately the Principal.

Main Duties and Responsibilities:

- Follow guidelines laid down by the department relating to schemes of work and curriculum maps. Aim to achieve good or better teaching and learning in each lesson (using OFSTED criteria).
- Mark work according to the Assessment policy of the academy and procedures of the department.
- Guide and support all students in your classes to help and encourage them to achieve their academic targets as set by the academy.
- Set regular extended learning according to the published timetable and in line with the Extended Learning Policy.
- Provide data on pupils as requested, complete reports to agreed deadlines and attend parents' evenings as published in the annual calendar.
- Follow The Highcrest 8 (core routines), Behaviour policy and additional procedures for behaviour management and rewards.
- Follow the academy and department's Safety policies at all times.
- Attend briefing and departmental meetings. Maintain good time-keeping and a professional appearance.
- Maintain a classroom base and create an environment conducive to learning with interactive displays.

- Take full note of SEN, EAL, PP and HPA information in order to prepare lessons that enable pupils of all abilities and aptitudes to learn and be challenged effectively.

FORM TUTOR

Responsible to: The relevant Head of Learning

Main Duties and Responsibilities:

- Collect absence notes and complete weekly absence reports.
- Use data to celebrate success/progress and to monitor under-achievement and lack of effort.
- Use data to celebrate good attendance and to monitor poor or deteriorating attendance.
- Monitor poor punctuality and take action to improve it.
- Communicate with parents/carers by telephone, letter and email when there is cause for celebration or cause for concern.
- Deliver a tutorial programme each morning registration in line with the whole school/year group programme.
- Deliver the Life Lesson programme as agreed with the Assistant Headteacher.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the learners and confidence in teaching them.
- Establish a clear, shared understanding of the contribution that year group activities play in learners' spiritual, moral, social and cultural development, and in preparing them for adult life.
- Encourage participation in the whole school "House" system.
- Complete both an equipment and uniform check every morning registration and take action in line with the academy's policies.
- Take a daily register twice a day in accordance with the academy's Attendance policy.
- Notify Head of Learning of any changes in personal or family circumstances relating to pupils in the form.
- Display important information and notices in the form room and keep those displays up-to-date.
- Relay to students' relevant notices from staff briefing.
- Attend all Year team meetings and make a positive contribution to them.
- Escort students to, and during assembly ensuring high standards of uniform and behaviour throughout.
- Escort students to the centralised late detention every evening.

OTHER

- It is essential that everybody working at The Academy understands their safeguarding responsibilities. All staff are required to read and understand at least Part 1 and Appendix A of the current and future versions of Keeping Children Safe in Education, along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date: