



**Name:**

**Job title:**

**Line Manager:**

**Responsible for:** The quality of teaching and learning ensuring that all students make outstanding progress. In addition, actively and with good knowledge contribute to the development of the curriculum and assessment (in their area of expertise) along with communicating, coaching and contributing to other members of staff CPD.

To be responsible for the promotion and safeguarding the welfare of children in line with the school Safeguarding and Child Protection Policy and to ensure that all safeguarding training, including termly updates, is completed

### **Duties and Responsibilities:**

- To ensure their teaching is good to outstanding, using a range of assessment strategies to inform planning and delivery.
- To ensure that each student makes substantial progress in their learning each lesson. (This may include consolidation of previous learning as outlined in the Schemes of Learning)
- To set challenging questions for students and assess them formatively throughout a series of lessons.
- To teach subjects as requested by the Team/Subject Leader.
- To work at the direction of the Team/Subject Leader to contribute to and develop course materials and Schemes of Learning, Curriculum Plans and Roadmaps.
- To be responsible for student discipline throughout each lesson.
- To work collaboratively as a member of the Team.
- To perform the key functions of a teacher
- To undertake any reasonable request as directed by the Head of school.

### **Key Functions of a Teacher**

- To teach assigned subjects, including planning in the Accelerated Learning format, assessing and giving formative feedback.
- To ensure good to outstanding teaching and learning takes place in all allocated classes & to upload all lessons on Google classroom
- To mark, assess, record and report on student achievement and maintain records as required.
- To maintain accurate records and use visible class lists & assessment data to monitor progress, target and take action
- To contribute to the development of Schemes of Learning, Curriculum Plans & Roadmaps, School and Team policies as requested
- To maintain a purposeful, orderly classroom environment including neat storage, learning centered display and by employing a range of assertive behaviour management strategies.
- To monitor targets for students on report
- To undertake specific duties within the Team as agreed with your line manager
- To attend and contribute to meetings and professional development activities, sharing expertise.
- To contribute to the school's extra-curricular programme
- To meet deadlines for reporting, marking, submission of coursework/controlled assessment and other assignments
- To prepare students for examinations and take part in standardisation or moderating exercises as required by the Team or examination boards

- To provide a welcoming environment to visitors and respond within 48 hours to telephone calls and within 7 days to written correspondence
- To undertake safeguarding training, be aware of Child Protection guidance and act with vigilance to ensure all students are safe.
- To assist the Head of School and the Leadership Team in the overall management and development of the school.

### **Examples of additional Key Functions of a Teacher on Threshold (UPS)**

- To contribute via CPD, coaching & promotion the development of other members of staff
- To contribute to curriculum redesign when required
- To contribute to the development of members of staffs' understanding of assessment criteria
- To contribute significantly to School Policies where appropriate

### **Tutor Job Description**

The role of the Tutor is fundamental to the development of the whole child. The form tutor's role is to oversee the academic and pastoral care of all students within the tutor group. As a form tutor it is good practice to communicate to your tutor group that they represent you in their action. You are the first point of contact for the students, parents/carers and other staff. Below are the key requirements of a tutor - however this is not an exhaustive list and professional judgement is required when dealing with the needs of tutees.

### **Key Requirements**

- To take a daily register
- To monitor attendance and punctuality.
- To ensure students are equipped for the days learning.
- To ensure students are adhering to the school uniform policy.
- To be involved in the reporting system for behaviour.
- To hold meaningful learning conversations with students about their academic progress.
- To liaise with other staff about their tutees.
- To liaise with Parents and carers.
- To monitor positive and negative behaviours on Arbor
- To deliver PSHE/RSE/E&D lessons during period 1
- To promote Reading during period 1 and beyond
- To work closely with the Director of Year

### **ACCOUNTABILITY AND DISCRETION**

To take, and be accountable for all decisions made within the parameters of the job descriptions.

### **STANDARDS**

The standards of the post holder will be measured through the School Performance Management system by setting targets linked to this job description and the generic role. The job description will be reviewed if appropriate, i.e. significant role changes, at the Performance Management meeting.