[](https://www.mayfieldschool.net/)

**Job Description**

**Subject Teacher including Form Tutor Role**

The role of the teacher is essential in supporting teaching and learning and the progress of all students. The teacher also sets high expectations in subject areas, and in the role as a form tutor, both inside and outside school.

Key Accountabilities:

* To engage fully in the role of form tutor under the direction of nominated year group leader, SLT
* To be an exemplary role model and fully support and secure the school ethos
* To plan for all students in class effectively, using prior and contextualised data
* To plan for SEN and key learner groups as identified by school/Faculty/other stakeholders using prior data and other relevant information
* To use AfL effectively to support continuing assessment in class and re-shape lessons in light of students strengths and misconceptions
* To use timely and well thought through interventions that secure student progress
* To understand the role of individual lesson activities, the whole lesson and Scheme of Work, in support of student progress.
* To ensure that seating plans are frequently reviewed for learning and progress and altered accordingly.
* To maintain frequent updates of the school/ Faculty data systems to enable the school to consider this information “live”. (electronic markbook)
* To use meaningful assessments that support student progress and that are valid in determining where each student is in their learning and which can secure the appropriate intervention.
* To ensure that there are high expectations of students, self and other adults in support
* To use and develop a range of learning strategies in support of student progress these being:
  + AfL, Differentiation, independent learning strategies, literacy, numeracy, communication skills, “other” adult in class
* To ensure that home learning promotes resilience in learning and is entirely appropriate for all students progress and is evident in following lessons.
* To ensure that marking consistently follows school/faculty procedures/policies
* To ensure that feedback is regular and constructive for progress and that students have time to respond to feedback to make that progress.
* To ensure students have a high level of consideration and courtesy at all times around and in the school.
* To successfully utilise behaviour management strategies and policies to ensure learning proceeds without interruption.
* To proactively support Faculty development in schemes of work, resources, professional learning, support of other colleagues
* To proactively support Pastoral developments in schemes of work, resources, professional learning, support of other colleagues

Reporting to:

* Faculty Leader
* Year group Leader
* Other designated Line Managers

Other: There is an expectation that teaching staff will:

* To perform such teaching duties as assigned on the school timetable
* To participate fully in the School’s Performance management system
* To respond proactively to Teacher standards 2012.
* To implement the whole school behaviour policy
* To attend all consultation evenings with parents according to annual school timetable and form tutor group and other relevant information sharing events.
* To attend all whole school designated professional learning sessions

This role will be appraised through the School’s Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name: …………………………………….. Date: ……………………….

Signature: …………………………………