

Welcome to  
**Harris Boys' Academy**  
East Dulwich  
Enterprise and Sport

# 2026/2027

## Job Description

Teacher/ Tutor

# Job Description – Teacher/ Tutor

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| <b>Post title:</b>                                              | <b>Teacher/ Tutor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Salary:</b>                                                  | <b>As advertised</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose:</b>                                                 | <ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the subject area as appropriate.</li> <li>To monitor and support the overall progress and development of students</li> <li>To provide a motivating and structured learning experience, which will provide students with the opportunity to achieve their individual potential.</li> <li>To contribute significantly to raising standards of student attainment as a teacher and form tutor.</li> </ul> |
| <b>Reporting to:</b>                                            | Director of Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Liaising with:</b>                                           | Principal, Academy Leadership Group, Coordinators, Subject Leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders                                                                                                                                                                                                                                                                                                                                      |
| <b>Disclosure level:</b>                                        | Enhanced DBS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Operational / Strategic Planning:</b>                        | <ul style="list-style-type: none"> <li>To participate in the formulation of subject area and faculty aims, objectives and strategic plans and the Subject and Academy improvement plan.</li> <li>To contribute to the whole Academy's planning activities.</li> </ul>                                                                                                                                                                                                                                                                                                       |
| <b>Accountable for:</b>                                         | <ul style="list-style-type: none"> <li>Securing good behaviour, attendance and punctuality for all students in Tutor group.</li> <li>Attainment and progress of students in classes taught.</li> <li>The development and success of the wider Academy and to teach consistently good or better lessons</li> </ul>                                                                                                                                                                                                                                                           |
| <b>Curriculum:</b>                                              | <ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.</li> <li>To assist in the process of curriculum development and implementation of change, so as to ensure the continued relevance to the needs of students. This to include development of resources, schemes of work, policies and strategies for raising achievement.</li> </ul>                                                                                                 |
| <b>Staff Development: Recruitment &amp; Deployment of Staff</b> | <ul style="list-style-type: none"> <li>To continue personal development in the relevant areas, including subject knowledge and teaching methods.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the Academy.</li> <li>To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</li> </ul>                                                                                                                        |
| <b>Quality Assurance:</b>                                       | <ul style="list-style-type: none"> <li>To help to implement Academy self evaluation and review procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the subject area/tutor programmes in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> </ul>                                                                                                                               |
| <b>Communications:</b>                                          | <ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate. Following agreed policies for communications in the Academy.</li> <li>To attend all appropriate meetings.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.</li> </ul>                                                                                                                                                                                                                                   |
| <b>Marketing and Liaison:</b>                                   | <ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.</li> <li>To contribute to the development of effective links with external agencies.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| <b>Management of Resources:</b>                                 | <ul style="list-style-type: none"> <li>To contribute to the process of the ordering/booking and allocation of equipment and materials.</li> <li>To assist line managers to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.</li> </ul>                                                                                                                            |
| <b>Pastoral System:</b>                                         | <ul style="list-style-type: none"> <li>To be a form tutor to an assigned group of students.</li> <li>To apply the Behaviour Management systems consistently so that effective learning can take place.</li> <li>To promote the general progress and well-being of individual students and of the form tutor group as a whole.</li> </ul>                                                                                                                                                                                                                                    |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>To liaise with the Subject Leaders and Assistant Principals to ensure the implementation of the Academy's Pastoral System.</li> <li>To participate in assemblies</li> <li>To undertake duty at times specified in the duty rota.</li> <li>To participate in after hours activities with students.</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>To contribute to the preparation of Student Action Plans and progress files and other reports.</li> <li>To be responsible for students' personal learning plans, this to include setting up and reviewing regularly during academic monitoring time.</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Teaching:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> <li>To teach students according to their educational needs.</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>To ensure that ICT, Literacy, Numeracy, Business and Enterprise are reflected in the teaching/learning experience of students.</li> <li>To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. In line with academy teaching and learning policy.</li> <li>To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.</li> <li>To mark, grade and give written/verbal and diagnostic feedback in line with Academy assessment for learning policy.</li> <li>To contribute to cross curricular programmes according to Academy policy.</li> </ul> |
| <b>Academy Ethos:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Undertake whole Academy duties as outlined in responsibilities agreed each year.</li> <li>Monitor and support the overall progress and development of students as a teacher.</li> <li>To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.</li> <li>To promote equal opportunities and celebrate diversity in all aspects of the academy.</li> <li>To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>To support the Academy in meeting its legal requirements for worship.</li> <li>To promote actively the Academy's corporate policies.</li> <li>To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>To show a record of excellent attendance and punctuality.</li> <li>To adhere to the Academy's Dress Code.</li> <li>To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.</li> <li>To fully adhere to DfE Guidance "Keeping Children Safe in Education" and HBAED Safeguarding (Child Protection) Policy</li> </ul>                                                                                                                                                                                                                                           |
| <p><b>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</b></p> <p><b>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</b></p> <p><b>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## **SAFEGUARDING STATEMENT**

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure & Barring Service (DBS Check), references, an online search and where appropriate a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

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| Person Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                |
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| Knowledge and Experience: Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                      |
| <ul style="list-style-type: none"> <li>Graduate in relevant subject and DfES recognised Qualified Teacher Status.</li> <li>Successful teaching experience at secondary level (can be teaching practice).</li> <li>Understanding of theory and practice of effective teaching and learning.</li> <li>Knowledge of National curriculum requirements at KS3 and KS4.</li> <li>Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement.</li> <li>Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers.</li> <li>Knowledge and experience of writing lesson plans, developing resources and assessing students work.</li> <li>Understanding the importance of being a Tutor.</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Experience in Multi-ethnic urban schools.</li> <li>Experience of working in an 11-18 school.</li> </ul> |
| Skills and Abilities: Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                      |
| <ul style="list-style-type: none"> <li>The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff.</li> <li>Good level of ICT skills</li> <li>The ability to create a motivating and safe learning environment for all students.</li> <li>The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school.</li> <li>Good communication skills both writing and speaking.</li> <li>Ability to lead and manage own work effectively and take responsibility for own professional development.</li> <li>Ability to carry out the job description.</li> <li>Excellent time management skills and the ability to prioritise and meet deadlines under pressure.</li> <li>Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning.</li> </ul> | <ul style="list-style-type: none"> <li>Ability to use ICT inc. an interactive white board innovatively.</li> </ul>                             |
| Personal Qualities: Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                      |
| <ul style="list-style-type: none"> <li>Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.</li> <li>Commitment to contributing to Academy life as a whole and willingness to be involved with clubs and community projects.</li> <li>A positive approach to hard work.</li> <li>A positive role model for students</li> <li>Passion for teaching own subject specialism.</li> <li>Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</li> <li>Awareness of and commitment to equal opportunities and valuing diversity.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                |

***This is a description of the job as it is constituted at the date shown. It is the practice of the Federation to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the Principal and the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right following consultation to make changes to the job description.***

***The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.***

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|-----------------------------|-------|
| Post Holder:                | Date: |
| Team Leader / Line Manager: | Date: |