

## JOB DESCRIPTION

<b>Job Title:</b>	Teacher/Group Tutor
<b>Responsible to:</b>	Head Teacher/Head of Department/Head of Year
<b>Duties:</b>	The School Teachers' Pay and Conditions Document (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
<b>Allowance attached to the post</b>	TMS/UPS relevant to experience

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### GROUP TUTOR

The group tutor has a key role in the personal development of the pupil. S/he should ensure that each pupil is known well, that their progress is checked and followed with interest and that guidance is available when needed.

### General Responsibilities

- 1.1 To know the individuals within the tutor group well and to establish and maintain the highest possible standards of work, behaviour and appearance.
- 1.2 To be the first point of contact for parents/carers.
- 1.3 To respond appropriately to any problems that may arise in the tutor group either by dealing with them and/or by referring them to the Head of Year or relevant Head of Department.
- 1.4 To counsel pupils and to provide guidance and advice to the pupils on matters such as their present and future education and option or career choices in liaison with the Independent Advice and Guidance service.
- 1.5 To liaise with subject teachers in order to encourage and monitor the academic development of the pupils.
- 1.6 To communicate with parents where appropriate (in conjunction with the Head of Year), including seeing parents at parents' evenings.
- 1.7 To attend assemblies in a supervisory role.
- 1.8 To register the attendance and punctuality of the pupils and to ensure the collection of absence notes and sick notes etc. by alerting relevant associate staff and to record absence codes on SIMs.
- 1.9 To ensure that information is passed on to pupils as required.
- 1.10 To attend group tutor meetings as required.
- 1.11 To ensure the proper and safe treatment of the tutor room and tutor group notices.
- 1.12 To monitor the correct use of the Pupil Planners, referring any concerns or successes to the Year Head.
- 1.13 As a tutor, to monitor the compilation of the Employability for Life Charter in Years 10 and 11.
- 1.14 To take an active role in the mentoring process in accordance with school guidelines.

## **TEACHER**

### **General Responsibilities**

#### **Curriculum**

1. To prepare, teach and evaluate lessons in accordance with statutory requirements, school aims and objectives, school policies and department schemes of work.
2. To use a range of teaching and learning strategies and resources including personalisation, differentiation and Assessment for Learning so that individual pupils have access to the curriculum.
3. To contribute to the teaching of cross-curricular themes, skills and dimensions
4. To assist, as necessary, the Head of Faculty/Department in the production of schemes of work.

#### **Pupils**

1. To support the school policy on behaviour, discipline and pupil welfare in the classroom. To communicate problems of a pastoral nature to the Head of Year and problems of an academic nature to the relevant Head of Faculty/Department.
2. To ensure that pupils use equipment safely.
3. To display pupils' work and maintain a tidy, safe and stimulating working environment.
4. To liaise with the Learning Support Department and the group tutor over pupils with special educational needs and to modify teaching accordingly.
5. To ensure that targets outlined in a pupil's profile are pursued.
6. To liaise with and clarify the role of any LSA allocated to the class.
7. To promote the use of the Library.
8. To keep a record of pupil attendance at, and punctuality to, lessons and report any notable observations to the Attendance Officers and Head of Year.
9. To ensure that home learning tasks are set in accordance with the homework timetable and recorded in the Pupil Planner.
10. To ensure that the reward systems and sanctions are used.
11. To set and maintain high standards of pupil work in the classroom.

#### **Assessment**

1. To assess pupils' work in accordance with statutory requirements and school and department policies. To maintain a record of pupils' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.
2. To write reports on pupils and attend meetings with parents/carers.
3. To assist the Head of Faculty/Department in setting and marking internal examinations.
4. To ensure that external examination requirements are satisfied.
5. To recommend individual pupils for particular examination courses.
6. To use pupil performance data in lesson planning.
7. To effectively use the schools' tracking and monitoring systems to track pupil progress and implement appropriate strategies for raising the achievement of each student.

#### **Duties**

1. To undertake duties before school, lunch, break and after school on a rota basis.
2. When required to supervise any pupils where a teacher is absent and in compliance with the school's 'Rarely Cover Policy'.

**General**

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

.....**(Postholder – Print Name)**

**And .....(Headteacher)      Date .....**

**Updated September 2019**

