



## **JOB DESCRIPTION FOR SUBJECT TEACHERS AND TUTORS**

### **Responsible to Head of Subject and Learning Co-ordinator**

All teaching staff **are subject teachers and can be called upon to act as personal tutors**. The teaching and learning of our students is our principal task. Each of us is responsible for ensuring that effective learning occurs in our classrooms and that all students have equal opportunity to progress. **Subject teachers** are supported by a Head of Subject or Director of Faculty. Duties include:-

- Meeting the defined Teaching Standards
- Preparation of teaching materials
- Regularly marking students' work and completing appropriate assessments according to school marking policy
- Ensuring that work matches students' needs, liaising with the special educational needs department regarding students and implementing the stages of assessment and acting upon value added information
- Writing reports as needed and requested
- Keeping records and monitoring students' progress using SIMS data management
- Liaising with other members of staff about the students
- Setting the tone of the lessons as defined within The James Hornsby School
- Being the first line of the discipline system of the school
- Maintaining an orderly classroom and an attractive environment
- Supporting and implementing the school's policies
- Attendance at all relevant meetings
- Being aware of the responsibilities regarding Health and Safety

The **tutor** is the key member of staff for individual students and their parents. The tutor is central to our pastoral system and is therefore responsible for all aspects of the student's progress, development and welfare. **Tutors** are supported by a Learning Co-ordinator/Head of Year. Duties include:-

- Being the first point of contact for parents, keeping Learning Co-ordinators/Head of Year informed of serious issues e.g. attendance or behavioural problems that may eventually require Learning Co-ordinator/Head of Year or Leadership Team involvement
- Maintaining updated and accurate records relating to members of the tutor group by recording information on academic performance, behaviour, attendance, punctuality and other relevant issues
- Regular monitoring of student planner and homework records for their tutees
- Completing the daily register and implementing absence checks and procedures
- Ensuring tutor time is used productively and the set programme is followed
- Carrying out student reviews and target setting for tutees
- Encouraging a corporate feeling within the group and supporting group activities
- Maintaining high standards of dress and behaviour

- Keeping the relevant colleagues updated regarding information relating to any tutee and liaising with colleagues regarding student progress. When necessary to call meetings to discuss issues and to support and advise colleagues
- Liaising with the SEN department regarding their tutees and implementing the stages of assessment
- Writing tutor reports and collating subject reports for the tutor group
- Being the first or second line of the discipline system of the school
- Supporting and implementing the school's policies
- Attendance at all relevant meeting
- Being aware of responsibilities regarding Health and Safety
- To undertake any other duties as may be reasonably required from time to time by the Headteacher

This job description does not form any part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.