



# Aylsham High School

## Job Description and Person Specification

<b>Job Title</b>	<b>Classroom Teacher and Form Tutor</b>
<b>Department</b>	<b>English</b>
<b>Location</b>	<b>Aylsham High School</b>
<b>Grade</b>	<b>ECT/MPR/UPR/Instructor</b>
<b>Responsible to</b>	<b>1. Head of English, SLT Line Manager and Executive Headteacher 2. Head of House for Form Tutor responsibilities</b>

### Role and Context

**General Requirements and Functions:** *(all staff are expected to be familiar with the mission statement, intended student outcomes and objectives of the school).*

1. To carry out the general and specific professional duties as set out in the School Teachers' Pay and Conditions Document.
2. To maintain the highest quality possible of teaching and learning in the subject in accordance with school policies and the statutory requirements of the national curriculum.
3. To accept responsibility for promoting and safeguarding the welfare of children and young persons whom you are responsible for and come into contact with.
4. To ensure that you are aware of the Federation's health and safety policy and the requirement to produce risk assessments for certain activities.
5. To act as a form tutor and to carry out duties in accordance with the Aylsham High School form tutor role, profile attached.
6. To carry out a share of supervisory duties in accordance with published rosters.



## Principal Accountabilities

### Specific duties:

1. To help develop the schemes of work and methods of teaching/learning within those areas agreed with the Head of English, Deputy and the Executive Headteacher.
2. Keeping alert to national changes in the subject curriculum and the range of courses on offer.
3. To help establish high levels of expectation as a member of a team by setting down clear guidance for students for establishing good standards of achievement and behaviour within the department, including the careful presentation of work and the care of books and equipment.
4. To monitor and record student progress in accordance with school procedures, including the writing of reports and assessment.
5. To attend team meetings and to contribute positively to discussions.
6. Keeping abreast of recent developments.
7. To ensure that your teaching area is well maintained.
8. To ensure that materials and fabric of the department are well maintained (including the storage and use of teaching materials and books) and that relevant health and safety regulations are observed.
9. To attend parents meetings.
10. Sharing subject knowledge and expertise across the Federation.
11. Promote educational enrichment through booster classes, trips, clubs and visits.
12. To help establish high levels of expectation as a member of a team by setting down clear guidance for students for establishing good standards of achievement and behaviour within the department, including the careful presentation of work and the care of books and equipment.
13. To monitor and record student progress in accordance with school procedures, including writing of reports and assessment.



Daily Tasks	Once a week	Ongoing	Occasionally (as required)
<ul style="list-style-type: none"> <li>• Form tutor register class <b>personally</b> from 10.55 am.</li> <li>• Plan meaningful form time activities.</li> <li>• Carry out learning conversations with the students in the form. Record conversations in journals. Support peer coaches with their role in this.</li> <li>• Announce alerts/notices to students in the form.  <i>(Notices during lesson times will be distributed by student receptionists)</i></li> <li>• Reinforce school standards (Uniform, jewellery etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor attendance of students in the form and discuss with students reasons for absence etc.</li> <li>• Monitor sanctions and rewards and discuss with students.</li> <li>• Complete check and sign learning journals.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all morning staff briefings (unless on duty).</li> <li>• Develop close working relationship with the students in the form.</li> <li>• Liaise with head of house and the pastoral team e.g. concerns with students in the form.</li> <li>• Complete performance review document with the students in the form, (using the form to aid discussion with the student), <i>initial focus on Year 11/10/9.</i> (Pass completed copy of PR form to head of house).</li> <li>• Promote house activities and ethos including assemblies.</li> <li>• Attend house assemblies and support head of house by delivering these where required.</li> <li>• Create with the students a form base ethos e.g. form notice board, effective meaningful activities, peer support.</li> <li>• Develop partnership with parents.</li> <li>• Work with the pastoral team to work with students and parents.</li> <li>• Develop with the students' methods of recording student progress and achievements including extra-curricular activities.</li> <li>• Develop student leadership.</li> <li>• Monitor student's use of learning journals.</li> </ul>	<ul style="list-style-type: none"> <li>• Check and discuss reports with students.</li> <li>• Complete form tutor reports.</li> <li>• Attend house meetings, training etc.</li> <li>• Phone and email parents to discuss student progress.</li> <li>• Attend December meeting for Year 7's.</li> <li>• Assist students in making parents evening appointments and liaise with the pastoral team and parents regarding this.</li> </ul>

## THE FORM TUTOR ROLE



## Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Key Areas of Role	Specifications for this Job	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree in a relevant subject discipline</li> </ul>	E
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge in English                             <ul style="list-style-type: none"> <li>○ Curricular</li> <li>○ Pedagogical</li> </ul> </li> <li>• Good classroom management skills</li> <li>• Good administrative skills</li> <li>• Good ICT capability and a willingness to embrace new technologies if they enhance learning</li> <li>• Excellent communicator</li> <li>• Ability to make links to other subjects in the curriculum</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p>
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>• Passionate and committed to teaching of the subject.</li> <li>• Reliable</li> <li>• Proactive</li> <li>• Possesses humility</li> <li>• Shares our co-operative values</li> <li>• Willingness to use a variety of teaching strategies</li> <li>• Fair but firm discipline with an emphasis on positive rewards</li> <li>• Commitment to the importance of form tutoring</li> <li>• Willingness to teach all subject topics</li> <li>• Commitment towards personal professional development</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



## General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups.