

Lady Manners School



Roles and Responsibilities

MEMBER OF STAFF:

POSITION: Teacher

RESPONSIBLE TO: Curriculum Leader/Pastoral Leader/Senior Leadership

OVERALL RESPONSIBILITY:

To provide a stimulating education for all students to promote good progress and outcomes.
To contribute to the wider development and pastoral care of students.
To set high expectations which inspire, motivate and challenge students.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provide a stimulating education for all students to promote good progress and outcomes

1. In consultation with the Curriculum Leader, to plan, prepare and deliver well-structured lessons and other educational experiences which satisfy national and school regulations and have aims/objectives consistent with those set by the curriculum area and school.
2. Be accountable for students' attainment, progress and outcomes.
3. Contribute to the evaluation, design and provision of an engaging curriculum.
4. Have a clear understanding of the needs and strengths of all students and adapt teaching to respond to those needs, including liaison with learning support and pastoral support colleagues.
5. Direct the work of support staff within the classroom to ensure they are deployed effectively.
6. Make accurate and productive use of assessment and record and report on the progress and attainment of students within the framework of national and school requirements.
7. Set homework and other curricular extension assignments to consolidate and extend the knowledge and understanding that students have acquired according to approved policy and homework expectations.
8. Give students regular feedback (orally and through accurate marking) and provide opportunities for students to respond to the feedback.
9. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
10. Participate in arrangements for preparing students for public and internal examinations, providing estimates and accurate details of entry and assessments. Contribute to internal examination invigilation rotas.
11. Attend parents' evenings for relevant teaching groups and scheduled department and staff meetings.

Contribute to the wider development and pastoral care of students

12. Contribute to the pastoral care and well-being of students through sound knowledge of and interest in the students taught, and particularly those in the assigned tutor group (where applicable).
13. Use relevant data to monitor academic progress, social and personal development, and intervene as necessary.
14. Recognise and respond to early signs of a developing physical, personal, social or domestic problem.
15. Provide guidance and advice to students on educational and social matters including options, careers and FE/HE.
16. Work with colleagues (including the Form Tutor, Year Tutor, Head of School, Designated Safeguarding Lead, Designated Teacher for Looked After Children, Support Staff and outside agencies) to share information about students.
17. Encourage students through recognition and praise to achieve well, conduct themselves appropriately and attend school regularly.
18. Communicate effectively with parents with regard to students' achievements and well-being.

Specific duties for the role of Form Tutor:

19. Register students accurately, collect absence notes, encourage good attendance and distribute reports and letters of information.
20. Be the first point of support, fostering in students the confidence to discuss problems and seek advice.
21. Demand high standards in conduct, personal interaction and punctuality within the tutor group.
22. Promote loyalty, unity and pride in Form, Year, House and school grouping.
23. Oversee the creation of a pastoral profile or personal development record for each student.
24. Participate in the planning and implementation of the PSHE programme and form tutorial activities.
25. Contribute written comments for reports or for reference purposes.
26. Accompany and supervise the tutor group on the way to assemblies and other events.
27. Attend meetings to discuss form tutoring, student progress, policies and activities.

Set high expectations which inspire, motivate and challenge students

28. Work in accordance with the school's Behaviour for Learning Policy to have clear rules and routines for behaviour in the classroom to ensure a conducive and safe learning environment and take responsibility for promoting safe and courteous behaviour throughout the school site and on excursions out of school.
29. Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, rewards and sanctions consistently and fairly.
30. Challenge and demand high standards in study, relationships, conduct and presentation consistent with the ability of students.
31. Maintain effective professional relationships with students, exercise appropriate authority and act decisively when necessary.
32. Undertake supervision duties as reasonably required before school, during breaks, on the bus park, and in support of special events.
33. Safeguard the health and safety of students in the classroom, throughout the school site, and on excursions out of school and report any health or safety issues to the Business Manager.
34. Encourage student participation in extra-curricular activities.

Fulfil wider professional responsibilities

35. Contribute to the process of review and evaluation of the curricular and pastoral functions of the school and its systems of management and administration.
36. Contribute to the process of induction, support and guidance of Newly Qualified Teachers, new staff, and Student Teachers.
37. Provide supervision cover, when necessary and reasonable and so far as practicable teach classes whose teacher is unavailable (according to guidelines provided in school and national agreements).
38. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and support.
39. Consult with and support the Curriculum Leader, Year Tutor and the Senior Leadership Group.
40. Take responsibility for improving teaching through the appraisal process and professional development, including allocated staff groups for such purposes, responding to advice and feedback from colleagues.

GENERAL DUTIES AND RESPONSIBILITIES:

41. Support the aims, ethos and priorities of the school.
42. Undertake training and development activities relevant to the position.
43. Maintain an understanding of and work within school policies, procedures and statutory regulations, including in respect of health and safety, equal opportunities, data protection, safeguarding children and safer working practice.
44. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Signature (Member of Staff):_____ Date: _____

Signature (Headteacher):_____ Date: _____