

Kineton High School & Sixth Form
Job Description: Subject Teacher + Form Tutor

<p>Responsibilities as a teacher to:</p>	<ul style="list-style-type: none"> • Deliver the best possible outcomes for the students taught. • Prepare, deliver and evaluate high quality learning opportunities in lessons which inspire, motivate and challenge. • Participate in the formulation of high quality schemes of work. • Contribute to departmental analysis of student outcomes and action planning. • Adhere to schemes of learning and follow all departmental policies in line with high expectations. • Ensure expertise of delivery through up to date subject knowledge. • Monitor and maximise the progress of all students assigned to you through effective and high quality: assessment, marking and feedback, monitoring and timely interventions to ensure under-achievement is addressed. • Establish and maintain a safe, supportive and inspiring learning environment. • Communicate students' progress effectively with parents/carers. • Participate in calendared activities designed to enhance Home-School liaison. • Encourage, and where possible, contribute to voluntary extra-curricular activities. • Undertake formal and informal supervision duties. • Be committed and proactive to your professional development and participate in relevant CPD activities. • Promote positive behaviour for learning through the consistent application of the school's behaviour policy.
<p>Responsibilities of a teacher on UPS</p>	<ul style="list-style-type: none"> • To make a significant and sustained contribution to the school in line with payment on the UPS scale and as agreed with the Headteacher.
<p>Responsibilities as a form tutor To:</p>	<ul style="list-style-type: none"> • Establish and maintain effective relationships within the group. • Promote high aspirations. • Monitor and promote the academic, personal and social progress of students by providing effective intervention and support as required. • Promote positive behaviour for learning through the consistent application of the school's behaviour policy. • Deliver high quality form time activities and PSHE. • Establish and maintain the tutor base as an effective life-learning environment, including house display board. • Contribute to house displays around school. • Monitor and promote the attendance, punctuality, dress conduct and progress of a tutor group and follow school procedures to address issues. • Support the whole school reporting process through target setting and achievement tutoring with students and parents/ carers. • Participate in activities designed to enhance Home-School liaison. • Contribute to, and participate in, activities that celebrate and promote the achievement of students in your group and house.

	<ul style="list-style-type: none"> • Use school systems to communicate effectively with parents/students/staff/HoH. • Develop and maintain positive relationships with parents through effective communication to maximise support for student learning.
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> • Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people. • Work effectively with all members of the school community to promote the KHS ethos, mission and values. • Adhere to all relevant school policies. • Act as a role model in terms of expected standards of dress, conduct, language and punctuality.
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description is agreed in the parameters of the Schoolteachers' Pay and Conditions document and also local agreements between WCC, Teaching Associations and the Governors of Kineton High School.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	