

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

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

	<ul style="list-style-type: none"> <li>• Use school systems to communicate effectively with parents/students/staff/HoH.</li> <li>• Develop and maintain positive relationships with parents through effective communication to maximise support for student learning.</li> </ul>
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> <li>• Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people.</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values.</li> <li>• Adhere to all relevant school policies.</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality.</li> </ul>
<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>	