



Meadowdale Academy

Job Description for KS2 Form Teacher



This job description is not a comprehensive definition of the post. As an academy, the conditions of employment of teachers in the School Teachers Pay and Conditions of Service Document will still apply to the post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

Job Description – KS2 Form Teacher

We are seeking to appoint a well-qualified graduate who is able to:

- Maintain thorough and up to date knowledge of the teaching of your subjects and take account of wider curriculum developments relevant to your work
- Plan lessons and activities to meet pupils individual learning needs
- Use a range of appropriate strategies and follow school policies for teaching, behaviour management and classroom management
- To control and be responsible for discipline within the classroom. Carry out school policy both academic and pastoral.
- Act as a form teacher, exercising pastoral care and to do all that you can to ensure that you safeguard and promote the welfare of pupils in the school
- Assess, monitor and record the progress of pupils in your teaching and give them clear and constructive feedback through keeping appropriate and efficient records
- Analyse data to inform and plan key actions and interventions
- Report to parents and colleagues on progress and curriculum
- Take responsibility for your own professional development and use the outcomes to improve your teaching and your pupil's learning
- Make an active contribution to the policies of the school and to adhere to these

- Attend and contribute to team planning meetings, full staff meetings and teaching and learning team meetings
- Maintain the resources relevant to your subjects
- Challenge and enthuse the learning of pupils as a role model both in the classroom and through extra-curricular activities
- To be accountable to the Head of Year and Headteacher for the quality and efficiency of teaching
- Use ICT effectively as a tool for assessing personal performance in a variety of activities
- Manage the provision for gifted and talented and SEN within your classroom
- Act as a role model practitioner to ensure that the quality and standard of work within the year group is maintained and enhanced
- Keep abreast of current developments through reading literature and attending suitable courses. Advise on current teaching methods.
- Review the work of pupils within your class. Encourage excellence amongst pupils by use of displays of work, entering competitions and ensuring the rewards system is well used
- Develop an exciting and stimulating learning environment that supports and extends teaching and learning
- Liaise with HoDs where cross curricular links are needed. Liaise with the Special Needs department. Liaise with appropriate staff on admissions of new pupils.
- To participate in educational trips and visits within the year group
- To be aware of safety and security arrangements to ensure students welfare and safe guarding is in accordance with school policy.
- To carry out, as required, by the Head Teacher, additional tasks relevant to the function of KS2

FORM TUTOR DUTIES

Job Purpose:

To know, understand and support tutor group members in order that they achieve their potential and to ensure they contribute fully to the life and development of the school.

Responsibilities:

1. To register tutor group according to school procedures
2. Act as the focal member of staff for tutor group in emergency procedures
3. Provide Tutorial Assemblies following school assembly theme, or dealing with appropriate topic. These could take the form of i.e. "Thought for the Day"
"Personal Reflection"
4. Provide individual tutorial support on academic and pastoral matters.
Maintain a record of tutorials. Regularly monitor Student Planners
5. Liaise with parents/carers as necessary
6. Support the school's rewards and sanctions policies by following up pupil referrals made by members of staff, parents and pupils
7. Refer matters of serious or continuing concern to Head of Department, or Head of Year.
8. Evaluate reports for members of your tutor group
9. Act as a member of the Year Group Team and Duty Team
10. Carry out other related duties as might reasonably be requested by Headteacher
11. Promote and maintain high standards in all areas, ensuring school rules and policies are adhered to.

Notes

- The responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities the post holder must have regard to the agreed school calendar and to the Teacher's Conditions of Employment.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the post holder.