



## SOLIHULL

### Job Description: Teacher

**Responsible to:** The Head of Department  
(Also to the Head of Section and Head of Year for teachers who are Form Tutors)

**Primary Responsibility:** To perform “the duties of a school teacher” as outlined in the teaching staff contract and in accordance with the aims of the school.

#### **Responsibilities:**

#### The Post

All teachers at Solihull School are required to support the school’s aims and to play a full part in the sporting, cultural and pastoral aspects of school life. The majority of full-time staff are Form Tutors and are connected to one of the five houses in the school.

#### Specific Duties and Responsibilities

#### Teaching

- Plan work in accordance with school policy and the department’s scheme of work, with appropriate consideration of seating plans; differentiation; individual and group learning; spiritual, moral, social and cultural development; health and safety; and prep, which must be in accordance with the prep timetable and guidelines;
- Use professional judgement and pupils’ prior levels of attainment to set appropriate and demanding targets for learning;
- Liaise with relevant colleagues on the planning of work for collaborative delivery;
- Liaise with the Head of Learning Support and Senior Management to ensure appropriate differentiation in teaching and learning, such that pupils of all abilities and learning styles are stretched appropriately;
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment;
- Establishing a purposeful and stimulating working atmosphere, including displays and classroom design.

#### Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils’ work;
- Mark, monitor and return work within a reasonable and agreed time span, providing formative oral and written feedback and clear targets for future learning, as appropriate;
- Report on pupil progress in line with school policy and as specified in the Reporting Schedule;
- Keep parents informed of pupil progress by attendance at parents’ evenings and by other measures, as appropriate;
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs.

#### Pastoral Care

- Undertake responsibility for a Form group, as required, including tutor/tutee interviews;
- Be the first point of contact for parents of pupils in the Form;
- Set targets for and monitor the social, curricular and co-curricular progress of pupils in the Form;

- Promote good attendance and monitor in accordance with school policy;
- Contribute to the delivery of PSHE to the Form

### Form Tutor

The Form Tutor is the first point of contact for parents and staff. The Form Tutor will keep the Head of Year informed about relevant issues and keep detailed records of his/her dealings with both pupils and parents.

There is an expectation that the Form Tutor will follow his/her year group through the school.

- Attendance at Head of Year and Section meetings;
- Assistance with assemblies (Chapel and Bushell Hall), including form assemblies when required;
- Supporting and assisting the Head of Section with events relevant to the section, e.g. induction days, open mornings, consultation evenings etc.;
- Administration relevant to the everyday running of the tutor group.

### Academic

- Checking and, where necessary, taking or initiating action on effort, attainment and examination grades;
- Instigating the use of report cards with pupils and monitoring their progress as part of a behaviour intervention;
- Checking and commenting on reports as required;
- Liaising with the Head of Year where concerns are raised about academic performance;
- Supporting the Head of Section by implementing internal target setting and tracking; reviewing progress after all assessments and examination results.

### Pastoral

- Dealing with tutees in relation to work, appearance, attendance and conduct, with the support of the Head of Year;
- Contacting parents where attendance falls **below 95%** in line with the school's Attendance Policy and escalating to the Head of Year for action if no improvement;
- Supporting the pupils in the tutor group, often being a point of contact for pupils with problems or concerns, investigating and dealing with incidents of misbehaviour;
- Escalating any concern to the Head of Year after action has been taken, where appropriate;
- Actively monitor students causing concern and keep Heads of Year informed;
- Celebrating the progress, improvement and success of pupils in form period;
- Assisting the Head of Section in making appointments to the Bench;
- Encouragement of clubs, societies and sports, including lunchtime activities and monitoring pupil involvement;
- Effective use of form periods in line with Head of Section recommendations;
- Regular one to one interviews with pupils with written notes.

### Professional Standards

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Treat all pupils fairly, consistently and without prejudice;
- Attendance at events such as open days, examination entrance days and, where possible, those in which Form members are involved, e.g. concerts;
- Undertake duties as directed by MOS responsible for duties;
- Participate in the school's co-curricular programme, which includes activities, clubs and societies, sport, drama and music. This may involve after school, weekend and holiday time activities;
- Set high standards for appearance, punctuality, attendance, motivation and behaviour by adhering to advice given in staff induction, the HR Handbook and school policies;
- Participate in the management of the School by attending departmental, tutor and staff meetings;
- Ensure that all deadlines are met, as published in the school calendar;
- Take responsibility for matters relating to health and safety and adhere to the Health & Safety Policy;

- Respond to parental concerns promptly and normally within 48 hours of receipt;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other

The job description is subject to:

- Other reasonable requests by negotiation with the Headmaster;
- Annual review.

**Person Specification: Teacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level in relevant subject	Qualified teacher  Educated to degree level in relevant subject (2:1 or above)
<b>Experience</b>		Previous experience working within a school environment / with children
<b>Knowledge</b>	High level of subject knowledge  Good working knowledge of Microsoft Office including Outlook, Word and Excel  An understanding and commitment to the principles of safeguarding	Knowledge of management information systems
<b>Personal competencies and skills</b>	Commitment to safeguarding and promoting the welfare of children.  Suitable to work with children  Humour  Ability and willingness to meet Teachers' Standards  Ability to reflect upon and improve own practice  Ability to build excellent working relationships with pupils, colleagues, parents and other stakeholders  Creative and willing to try new ideas  Able to meet children's different needs  Well-organised and able to meet deadlines.  Excellent attention to detail  Ability to work under pressure, organise and prioritise workload	

	<p>The capacity to remain calm and cope with unexpected issues</p> <p>Ability to use own initiative, work without supervision and problem solve</p> <p>Highly professional manner</p> <p>Excellent written and oral communication skills</p> <p>Ability to deal with confidential information with discretion</p> <p>Ability to use careful judgement, tact and diplomacy</p> <p>Flexible attitude with ability to work outside of core school hours with notice</p>	
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