

Job Description

Title of Post Teacher of English and VTG tutor

Grade MPR

Responsible to Director of English

Purpose of the Job

- To raise standards in achievement, teaching and learning in English
- To contribute to the development of the curriculum for English
- To support the Catholic and Christian ethos of the school
- To contribute to the vision of the school
- To support All Saints Catholic High School as a centre of innovation and excellence within the community and beyond
- To monitor student progress and attitude to learning for a specified group of students through the vertical or horizontal form tutor role
- To promote and safeguard the welfare of all students within the school

Key Tasks to Achieve Outcomes

- Continually develop teaching approaches and resources to inspire all learners
- Implement the school code of conduct and BfL to secure high levels of behaviour and positive attitudes to learning
- Monitor and track student progress to provide students with information on what they can do and set targets for what they need to achieve
- Report on student progress in the subject to students, parents, House Progress Leaders, Curriculum Leadership and the Leadership Team
- Contribute to department planning cycles as agreed with Director of English
- Contribute to departmental curricular innovation and implementation
- Contribute to the whole school vision through the departmental development plan
- Participate in agreed continuing professional development to enhance agreed areas for improvement
- Carry out the role of the form tutor as set out in the attached document 'Role of the Form Tutor'.

Indicators of Performance

- Student achievement and progress in English is in line or above student potential, using student data profiles
- Learning programmes are taught to the required standard and are well matched to student needs

- Relationships within the classroom contribute to high standards of achievement and motivation
- The work of the department and the school is developed through the contribution of the teacher
- The work of the form tutor contributes to positive attitudes to learning

The Director of English will evaluate the totality of performance of the teacher by:

- Analysing the results of students taught
- Observing lessons taught
- Sampling the work of students
- Reviewing the quality of reporting to parents

and by receiving evidence from the House Progress Leader in relation to the role of the form tutor

The Role of the VTG Form Tutor

A. Purpose of the Job

- To promote the academic progress and achievement of students
- To raise student self esteem and aspirations and develop an awareness of self, by identifying their talents and needs
- To support the development of spiritual and moral values as part of their contribution to the school community

B. Key Outcomes

- A supportive and caring student-centred learning environment is present in all forms
- The form tutor is the central liaison and referral figure for the students and colleagues
- Student academic progress and attitudes to learning are monitored using data provided by SIMS and the Student Support Team
- Students demonstrate strong spiritual and moral values that are consistent with the mission of the school
- High standards of conduct and behaviour are achieved
- Good relationships are established with parents

C. Key Tasks to Achieve Outcomes

- Establish daily prayer as a routine within the form group and create opportunities for students to develop spiritual and moral values
- Check SIMS to monitor, challenge and where appropriate celebrate:
 - Attendance and punctuality
 - Behaviour and attitude to learning
 - Academic progress in subjects
- Contact the parents of each student (except Y11) once a term and Year 7 students early in the Autumn term to inform parents of their attendance and punctuality, their attitude to learning and any issues relating to progress in subjects
- Work under the leadership of the House Progress Leader to develop the skills of coaching, mentoring and facilitating within a vertical tutor group
- Work with the House Progress Leader and Director of Student Achievement and Support to communicate those issues that need additional support or need intervention by other members of the Student Support Team